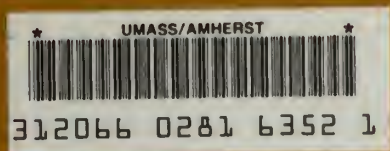


MASS. PS 40.2: M38

MASSACHUSETTS CIVIL DEFENSE AGENCY



and

OFFICE OF EMERGENCY PREPAREDNESS

GOVERNMENT DOCUMENTS
COLLECTION

University of Massachusetts
Dartmouth College

STATE DISASTER PLAN

400 WORCESTER RD., FRAMINGHAM, MASS., 01701



FRANCIS W. SARGENT
GOVERNOR

THE COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE DEPARTMENT

STATE HOUSE • BOSTON 02133



The excellence of the Massachusetts State Disaster Plan has already been amply demonstrated in the six years of its existence. Natural and man-made disasters that have arisen in this period have tested portions of the plan.

I am pleased, therefore, to welcome the publication of the new revised and updated Massachusetts State Disaster Plan.

In the time of disaster, our chances of survival are directly proportional to our developed operational capabilities. Preparedness is the buying of time now--time which is not available when emergencies strike. Only through continuing development and training can readiness be maintained at its highest level.

As we know from experience, the Massachusetts State Disaster Plan is a useful and adaptable one. I congratulate the members of our Civil Defense Agency and Office of Emergency Preparedness for their part in developing this plan.

I direct that this new revised and updated plan be recorded with the Secretary of the Commonwealth as part of the plan and program for the civil defense of the Commonwealth of Massachusetts.

Sincerely

A handwritten signature in dark ink, reading "Francis W. Sargent". The signature is written in a cursive style with a large, sweeping initial "F".

THE COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE DEPARTMENT

CIVIL DEFENSE AGENCY AND

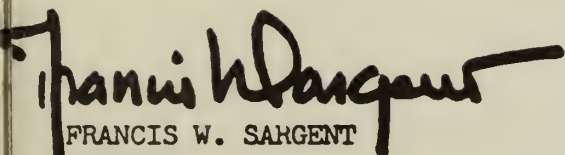
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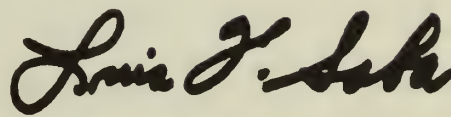
MASSACHUSETTS

STATE DISASTER PLAN

(REVISED EDITION)

JULY, 1973


FRANCIS W. SARGENT
GOVERNOR


LOUIS F. SABA
STATE DIRECTOR



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PREFACE

Civil Defense is the constituted government of the Commonwealth of Massachusetts functioning in an emergency caused by disaster. The Civil Defense organization is not a separate authority superseding civil authority during such emergency, rather, it is a combination of effort by existing State Government under the Governor and State Civil Defense Director. This concept is duplicated in governments at the municipal level. Here, too, the Civil Defense organization augments and assists normal government during a disaster; it does not replace it.

The State Civil Defense Agency under its Director is responsible to the Governor for coordinating the activities of all State Agencies, Departments, and Commissions during disasters occurring within the geographic limits of the Commonwealth of Massachusetts.

The coordination of all resources of the Commonwealth to avert or to combat the effects of disaster, natural or man-made, is the responsibility of this agency. Through its efforts all the citizens of the Commonwealth can and will survive and recover from the ravages thereof. As such it merits your wholehearted support.

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THE COMMONWEALTH OF MASSACHUSETTS

DISASTER CONTROL PLAN

I. AUTHORITY

Massachusetts Civil Defense Act - Chapter 639 - Acts of 1950 - as amended. Massachusetts General Laws - Chapter 579 - Acts of 1968.

Additional implementation by current Executive and Administrative Orders of the Governor.

II. PURPOSE

A. First, to provide guidance to Massachusetts Civil Defense personnel, other state departments and municipal Civil Defense Directors, in the event of natural disasters, for the purpose of minimizing and repairing injury and damage resulting from fire, flood, earthquake, hurricane, tornado, drought, tidal wave or other severe meteorological phenomena.

Secondly, to provide guidance in the event of an incident or so-called man-made disasters such as conflagrations, nuclear material incidents; transportation wrecks; aircraft crashes; explosions; epidemics; accidental release of toxic, flammable or explosive substances; massive electrical power or fuel distribution failures; riots or other civil disturbances or any catastrophe causing or threatening to cause death, injury or property damage.

B. This Plan supersedes all previous publications by the Massachusetts Civil Defense Agency relating to disasters.

III. IMPLEMENTATION

Provisions of this Plan are effective upon receipt.

BASIC PLAN

References:

Massachusetts Civil Defense Act - Chapter 639, Acts of 1950 - as amended
Massachusetts General Laws - Chapter 579 - Acts of 1968
Current Executive and Administrative Orders of the Governor
Public Law 91-606 - Federal Disaster Act
Federal Disaster Assistance Handbook for Government Officials,
OEP Circular 4000.7.C

I. MISSION AND TASKS

A. MISSION

To minimize and repair injury and damage resulting from natural or man-made disasters.

B. TASKS

Successful accomplishment of the mission requires the following actions:

1. Mobilize the Civil Defense forces and resources of the Commonwealth of Massachusetts.
2. Alert the population to the disaster or impending disaster.
3. Evacuate the threatened area, when required.
4. Provide care and sustenance for evacuees.
5. Notify the Director, Defense Civil Preparedness Agency, Region One and the Director, Federal Office of Emergency Preparedness, Region I, of the extent of the disaster and the progress of the actions taken.

II. DEFINITIONS, SITUATION AND ASSUMPTIONS

A. DEFINITIONS

1. Natural Disaster - is a general term used to describe all non-man-made disasters. These include, but are not limited to hurricane, tornado, flood, drought, earthquake, tidal wave or other severe meteorological phenomena.
2. Incidents - is a term used to describe disasters caused by man living and working in his environment. These man-caused incidents sometimes attain disaster proportions, and require the same concerted action on the part of local, State and Federal agencies as would a natural disaster. These incidents include, but are not limited to conflagrations; nuclear materials incidents; transportation wrecks; aircraft crashes; explosions; epidemics; accidental release of toxic, flammable or explosive substances; massive electrical power or fuel distribution failures; riots or other civil disturbances, or any

catastrophe causing or threatening to cause death, injury or property damage.

3. Major Disasters - Natural disasters become "Major Disasters" upon declaration by the President in accordance with Public Law 91-606. A major disaster is any flood, drought, fire, hurricane, earthquake, storm or other catastrophe which, in the determination of the President, is or threatens to be of sufficient severity and magnitude to warrant disaster assistance by the Federal government to supplement the efforts and available resources of State and local governments.

B. SITUATION

Natural disasters caused by natural or meteorological phenomena and man-made incidents constitute a continuing threat to the safety and welfare of the residents of Massachusetts.

C. ASSUMPTIONS

In the event of natural disasters or man-made incidents, there will be surviving Civil Defense forces capable of instituting recovery measures.

III. THE GENERAL PLAN

A. ORGANIZATION

1. Under Section 5 of the Civil Defense Act of 1950 (Chapter 639, Acts of 1950, as amended), the Governor is authorized to declare a state of emergency upon the occurrence of a natural disaster. Sections 5 and 7 of this same Act authorize the Governor to exercise certain emergency powers when a state of emergency has been declared. Under Sections 8 and 8a, the Governor may exercise authority which the Act confers upon him, by issuing Executive Orders.
2. Under the Civil Defense Act, the State Director of Civil Defense is responsible to the Governor for carrying out the Civil Defense program within the Commonwealth. In addition to this authority, the Governor has conferred additional authority and responsibilities upon the State Director of Civil Defense in various Executive and Administrative Orders. Under these orders and provided that the Governor has declared a state of emergency because of a disaster, or threatened disaster, the Director is authorized to:
 - a. Order personnel, equipment, supplies and facilities of the Commonwealth or its political sub-divisions used anywhere within the Commonwealth to combat the effects of natural disasters.
 - b. Order any place threatened or affected by a natural disaster evacuated or closed to the public to minimize or combat the effects of the disaster.

- c. Order any street or highway closed to the public, in order to permit or facilitate the movement or operation of civil defense or military forces in connection with a natural disaster that is threatening or has occurred.

B. OPERATIONS

1. One of the principles of Civil Defense operations is that of the "chain of command." The smallest unit in the Civil Defense structure handles each problem as it arises, and thus a city or town does not request assistance until it has exhausted or will predictably exhaust its own resources when a state of local emergency would normally be declared. In such cases, cities and towns needing assistance request help from their Civil Defense Sector, which in turn attempts to meet the problem from uncommitted resources available within the Sector. If such are not available, then the Sector may appeal to its Area for help. Only if a problem cannot be met at Area level will it reach the State Headquarters of Civil Defense for help from other Areas, or from other states, or from the Federal Office of Emergency Preparedness. The same chain of command is utilized, up and down, for the dissemination of intelligence and for the coordination of all Civil Defense activities.
2. Specific actions, definitions and procedures for various types of natural disasters or man-made incidents are contained in the annexes in Section VI.
3. Upon notification of the threat or existence of a disaster, the State Director of Civil Defense and his staff shall assemble as soon as practicable in the State Emergency Operating Center at Framingham.

C. INTELLIGENCE REPORTS

1. Intelligence reports will be furnished by State Headquarters to Area for transmittal to Sector and Local directors after MCDA has gone on a standby operational status. Sectors will furnish Areas with intelligence reports for transmittal to the State Headquarters as the situation develops. All such reports will be in conformance with Intelligence Bulletin 72-2 entitled Emergency Situation Reporting.
2. The standard basis of reporting disaster intelligence will be the United States Geological Survey, National Topographic Map Series 7½ minute with Scale 1:24,000 (1 inch equals 24,000 inches or 2,000 feet).

D. REQUESTS FOR ASSISTANCE

1. Requests for assistance from the municipal governments will contain essentially the following information:

- a. Name, title, address and telephone number of persons reporting the disaster.
- b. Area of the disaster, preferably exact location.
- c. Nature and extent of the disaster.
- d. Danger to life or property.
- e. What has been done, or is being done to combat the situation?
- f. By whom is it being done?
- g. Type of assistance required (if equipment is needed, what size, type and quantity)?
- h. Local contact by name, title, address, and telephone number.

E. STATE CIVIL DEFENSE DIRECTOR SHALL:

- 1. Activate the State Emergency Operating Center at Framingham in accordance with the State Disaster Plan provided that the Governor has declared a state of emergency because of a disaster or threatened disaster.
- 2. Direct activation of appropriate Area and Sector Emergency Operating Centers.
- 3. Alert or mobilize other State agencies and Civil Defense forces as required.
- 4. Alert the National Guard and Civil Air Patrol.
- 5. Alert the State Liaison Representative of the American National Red Cross, Salvation Army and other welfare, religious and charitable institutions organized, equipped and trained to assist in meeting the effects of a disaster.
- 6. Upon declaration by the Governor that a state of emergency exists, notify the Regional Director, Federal Office of Emergency Preparedness, Region 1, and the Regional Director, Defense Civil Preparedness Agency, Region One, of the type and extent of the disaster, local and state relief efforts taken, and of any intention of the Governor to request a declaration of a "Major Disaster."
- 7. Receive requests for assistance from heads of municipal governments of the areas affected.
- 8. Request assistance from adjoining states, under mutual aid compacts. Massachusetts has agreements with Rhode Island, Connecticut, New Hampshire, Vermont, Maine and New York.

9. Assist the Governor in preparing a request to the President for major disaster declaration and forward the request to the Regional Director, Federal Office of Emergency Preparedness, Region 1.
10. Request the Federal Office of Emergency Preparedness, Region 1 and other federal agencies to furnish required assistance.

F. AREA AND SECTOR CIVIL DEFENSE DIRECTORS SHALL:

1. Activate appropriate Emergency Operating Centers, as ordered by the Director, Massachusetts Civil Defense Agency.
2. Establish liaison with the State Emergency Operating Center at Framingham, State services, and Civil Defense forces within their area of concern.
3. Establish liaison with local Red Cross and other welfare, religious, and charitable institutions organized and equipped to provide assistance.
4. Provide all available assistance from Area and Sector resources.
5. Assist local government officials and Civil Defense Directors in organizing disaster forces, in combating effects of the disaster, and in preparing and forwarding requests for assistance to State and Federal agencies.

G. MUNICIPAL CIVIL DEFENSE DIRECTORS SHALL:

1. Activate local Civil Defense Emergency Operating Centers and establish liaison with the proper Sector Emergency Operating Center.
2. Mobilize regular municipal services.
3. Mobilize necessary local civil defense forces to supplement regular services.
4. Establish liaison with the local Chapter of the American National Red Cross and other local disaster relief agencies.
5. Determine what outside assistance is needed.
6. Notify neighboring communities of assistance required under existing mutual aid agreements.
7. Report the type of disaster and area affected to the State Director of Civil Defense, through the Sector-Area chain of command, requesting desired assistance.
8. Upon declaration by the head of local government that a state of local emergency exists, notify the State Director of Civil Defense through the Sector-Area chain of command.

IV. SUPPORT

A. GENERAL

1. Responsibility for disaster relief rests primarily with State and local governments. Governmental responsibility in time of disaster is in general the same as in normal times, that is, the protection of life, public health, and property, the maintenance and repair of public property, and the continuation of essential public services. Disasters do not change the basic responsibilities of government, but rather increase the need for fulfilling them promptly and adequately, under emergency conditions.
2. Recent emergencies have shown that qualified persons are needed to augment control center staffs in the event of threatened or actual disaster. To that end, Executive Order No. 25 definitely assigns civil defense functions to certain State departments and, in addition, Administrative Order No. 13 directs all State agencies to make available their resources, including personnel, for performance of civil defense functions in time of need. Such resources are over and above those committed for this purpose by Executive Order No. 25. Normally, contact with State departments is maintained through pre-designated Civil Defense Liaison Officers who should keep their department heads informed of Civil Defense requirements.

B. SPECIAL - POLICY ON LIMITED NATURAL DISASTERS OR INCIDENTS

1. This Agency has no legal authority to order any city or town to assist any other city or town except during a state of emergency declared by the Governor. Therefore, unless or until a state of emergency is declared by the Governor on account of a natural disaster, no member of the staff of the Civil Defense Agency, including Area and Sector Directors, should issue any order or directive, or anything that might be construed as such, to any city or town directing that assistance be rendered to the community in which the disaster has occurred.
2. However, in order to enable the State Director of Civil Defense to make a recommendation to the Governor whether a state of emergency should be declared, it is the responsibility of this Agency, including its field staff, to obtain as much information as possible about a local disaster as quickly as possible and to forward such information through channels to the State Director of Civil Defense. When forwarding such information, a Sector or Area Director should forward his recommendation as to whether or not a state of emergency should be declared by the Governor. A proper rule of thumb for determining whether or not a state of emergency should be declared by the Governor, is whether the effects of a disaster are such that the city or town within which it occurs is able or not to cope with the effects of the disaster. If by utilizing all locally available and mutual aid resources the community

is able to cope with the effects, then the disaster is not one warranting a declaration of emergency.

3. Although it is legally permissible for this Agency and its field headquarters to transmit requests for assistance by the city or town in which the disaster has occurred to any other city or town, leaving it to the city or town which received the request to determine whether or not it has the authority to render the assistance requested, because of the strong possibility that such transmittal of requests may be misinterpreted, it is hereby established as the policy of this Agency that such requests for assistance will not be transmitted, except as indicated below. Cities or towns originating such requests should be advised to transmit such requests directly to other cities or towns concerned, unless it is not reasonably possible for the city or town originating the request to transmit its request directly to other cities or towns, and loss of life or property will result unless this Agency or its field headquarters transmits such requests. Under such circumstances, requests for assistance may be transmitted by this Agency or its field headquarters, but it must be stressed that the Agency is acting merely as a clearing house for requests and that it is up to the city or town receiving the request to determine for itself whether or not it has the legal authority to send the assistance requested.
4. In cases of minor local disaster not warranting a state of emergency, if the Commonwealth or any of its agencies has available equipment or other resources which could effectively be utilized to assist in combating the effects of the disaster, requests for use of state equipment or personnel may be accepted and transmitted to the State Director of Civil Defense for consideration and approval.
5. Area Directors whose areas are not involved in limited natural or man-made disasters will promptly transmit information covering such events to the EOC Framingham in accordance with Annex B - Personnel Alerting Plan, paragraph 7.

C. STATE DEPARTMENTS, DIVISIONS AND AGENCIES

1. Massachusetts Department of Public Works (DPW)
 - a. When MCDA is placed on an alert status, Engineering and Public Works Service Officer (MCDA) will notify the Massachusetts Department of Public Works Civil Defense Officer at the Nashua Street Headquarters, Boston. Assigned staff members within the organization of the Massachusetts Department of Public Works for Civil Defense and Emergency Planning Operations will function at the Massachusetts Civil Defense Agency Area and Sector levels, as well as maintaining the emergency service on a full-time basis at the State Emergency Operating Center Headquarters at Framingham. At no time will such

notification be given by Area or Sector Directors.

- b. The first task of such DPW Engineering and Public Works personnel, upon reporting to Sector control centers for duty, is to secure from contractors within the Sector, descriptions and availability of privately-owned engineering resources for immediate use in disaster operations. Inventories of state and municipally-owned resources are already available.
- c. When such inventories have been compiled, the DPW engineer assigned to a Sector will report to the Area Engineering and Public Works Service Officer, and he in turn will consolidate the inventories for the Area and will report them to the Engineering and Public Works Service Officer at State headquarters.
- d. In compiling inventories of engineering resources, special attention should be given to the type of duties likely to be performed by the Engineering and Public Works Service during or following a disaster.
- e. Specifically, the objectives of the Engineering and Public Works Service are to effectively organize, train and equip public works personnel in the utilization of engineering resources for post-disaster operations. The major tasks which will be performed by this Service following a disaster are:
 - (1) Determine the use of the State Highway network including route classifications and alternate routes.
 - (2) Compile highway damage assessment information.
 - (3) Erect signs, barriers and lights and provide other means to control traffic conditions.
 - (4) Provide for the use of streets, roads, highways and bridges, including safety of dams, flood control and clearance of stream channels.
 - (5) Provide for the repair and rehabilitation of essential facilities.
 - (6) Provide assistance and coordination to all other Civil Defense Services by action, information, assigned Emergency Resources Management responsibilities or any other manner as required.
- f. In the event of an emergency situation and during post-disaster operations, the Department of Public Works radio system, including all base stations and mobile units, and any other means of communication, will be used for the control and coordination of the Engineering and Public Works Service.

2. Massachusetts Department of Natural Resources (DNR)

- a. When MCDA goes on an alert status, other than for forest fires, the Division of Forests and Parks (DNR) has directed pre-assigned personnel to report to stations in the State forests for operation of the state-wide fire control radio network. In addition, the Division of Forests and Parks has assigned personnel to State, Area and Sector control centers on a 24-hour basis.
- b. Such assigned DNR personnel are trained radio operators, are familiar with the topography and road nets of Massachusetts, and will be given assignments by Area and Sector Directors commensurate with their training and ability. When utilized in such positions, MCDA as a whole will benefit greatly in accomplishing its disaster mission.

3. Metropolitan District Commission (MDC)

- a. In the event of threatened or actual disaster, MDC will establish liaison with the State Emergency Operating Center at Framingham and will be prepared to utilize its resources (such as personnel and equipment) in coping with the emergency when so requested by MCDA.

4. Massachusetts Department of Public Welfare

- a. When MCDA is placed on an alert status the State Welfare Service Officer, MCDA, will activate the Welfare Service arranging for skeleton staffing as needed.
- b. The State Welfare Service Officer will notify designated MCDA Welfare Officers to report to the Emergency Operating Center and to activate the Welfare Service in support of the American Red Cross.
- c. Liaison will be established immediately with Red Cross personnel assigned to MCDA and Area control centers.
- d. MCDA Welfare Officers will analyze intelligence reports and determine, in consultation with the Red Cross Liaison Officers, if Red Cross is prepared to operate in affected communities.
- e. When skeleton staffing of a Sector Welfare Service is ordered, it will be the duty of the MCDA Welfare Officers to contact the appropriate Sector Welfare Supervisor and order him to duty.
- f. Sector Welfare Service Supervisor(s) will be authorized by the MCDA Welfare Officers to begin welfare operations until the American Red Cross Disaster Service personnel arrive on the scene. Welfare operations will then be transferred to the American Red Cross.

- g. If intelligence reports indicate that on-the-spot direction is needed in any community, the MCDA Welfare Officers will obtain permission from the State Welfare Service Officer to proceed to that community.

5. Massachusetts Department of Public Health (DPH)

- a. When MCDA goes on an alert status the Medical Service Officer (assigned to MCDA by DPH) will report to the State Emergency Operating Center at Framingham for duty.
- b. Pre-assigned DPH medical personnel will also report to Area Directors upon request.
- c. It is the responsibility of the Medical Service at State and Area levels to maintain inventories of medical resources, and through the Sectors to assist city and town Civil Defense organizations in coping with medical problems resulting from the disaster.
- d. It is the further responsibility of DPH personnel to supervise food and water inspection in areas devastated by disaster and to recommend measures for the control of communicable diseases.

6. Industrial Production Service - Dept. of Commerce and Development

- a. The purpose and function of the Industrial Production Service which is the responsibility of the Massachusetts Department of Commerce is to assure the restoration and continuity of industry in case of disaster.
- b. When MCDA goes on an alert status, the Industrial Production Officer reports to State Emergency Operating Center at Framingham and notifies the Department of Commerce that field representative personnel from that department are to report immediately to Area control centers.
- c. Industrial Production Officers on duty at Area control centers will make a careful check of destruction of facilities in the area and will submit to the Industrial Production Service Officer at the State Emergency Operating Center, Framingham, intelligence reports covering damage, together with lists of equipment necessary to place industrial plants back in operation.
- d. The Industrial Production Service Officer at the Emergency Operating Center, Framingham, will maintain inventories of production equipment, materials, maintenance tools and general supplies.

- e. In case of disaster, the Industrial Production Service Officer will set up a work guide of projects to be accomplished in the way of rehabilitation, together with an adequate check system for work completion and re-assignment of personnel and equipment.
- f. It shall be the responsibility of the Industrial Production Service Officer to make recommendations for the control and allocation of materials and equipment for repair, and rehabilitation of business and industrial facilities.

7. Manpower Service - Department of Labor and Industries

- a. When MCDA goes on an alert status, the Manpower Service Officer (Department of Labor and Industries, Division of Employment Security) will report to the State Emergency Operating Center, Framingham and will notify pre-assigned Manpower personnel to report at Area control centers.
- b. It is the responsibility of the Manpower Service Officer to make recommendations on the utilization of both skilled and unskilled labor in coping with disaster.

8. Utilities Service - Department of Public Utilities (DPU)

- a. When an alert status is declared, the Utilities Service Officer will instruct pre-assigned DPU personnel to report to the State Emergency Operating Center, Framingham to man the Utilities Service at MCDA.
- b. The Utilities Service Officer as designated by the Chairman of the Department of Public Utilities will also assure that pre-assigned DPU personnel will report for duty to the Area and Sector control centers throughout the State. He will serve as liaison between the Chairman of the Department of Public Utilities, the State Director of Civil Defense and the electric and gas utilities of the Commonwealth.
- c. Disaster intelligence affecting utilities will be forwarded through Sector and/or Areas to the Utilities Service Officer at MCDA, Framingham, with the exception of such larger systems as the New England Electric System and the Boston Edison Company. The latter will forward information directly to the Utilities Service Officer at MCDA inasmuch as the territory served by them includes more than one Area or Sector. This provision also may include other electric and gas utilities where applicable. The Utilities Service Officer at MCDA will consolidate all such information from throughout the State for the Director, MCDA.

- d. Based on damage intelligence received, Utilities Service Officer will assist the electric and gas utilities in the restoration of service, and will provide for effective coordination between such utilities and local Civil Defense in restoration of service and elimination of gas and electrical hazards.

9. Division of State Police - Department of Public Safety

- a. By arrangement with the State Police, when MCDA goes on an alert status with State, Area and Sector control centers manned, a Lieutenant or Staff Sergeant will report to each Area control center for duty during the imminent emergency. Such action may be initiated by the individual State Police Troops or it may be upon request of the Director, MCDA.
- b. State Police Troopers assigned for communication will report to State and Areas for operation of the State Police 44.74 MHz, radio network when MCDA goes on an alert status.
- c. When MCDA goes on hurricane, tornado or flood alert status the Director, MCDA, may request or the Department of Public Safety may direct a member of the State Police Airport Detail to report directly to the National Weather Service Office at Logan Airport to relay pertinent information both to State Police headquarters and to MCDA at Framingham.

10. Massachusetts National Guard (MNG)

- a. The headquarters and units of the Massachusetts National Guard may be precepted by the governing municipal authority or ordered to duty in a natural disaster emergency and assigned missions, and will coordinate operations with all agencies concerned through the Massachusetts Civil Defense Agency, in carrying out missions assigned by precepting authority or the Governor of the Commonwealth.
- b. Liaison with MCDA at State and Area levels will be established immediately on receipt of information that an alert status has been designated by the Director, MCDA, in event of a disaster, actual or threatened. Massachusetts National Guard units are pre-assigned to MCDA Sectors state-wide to facilitate operational control in emergency.
- c. Operational liaison will be established by a Force Commander when troops are ordered or precepted to duty, with the MCDA Area or Sector Director concerned.

11. Administration Section - MCDA

- a. Upon declaration of a standby status, the Assistant to the Director will report to the Emergency Operating Center at Framingham for duty.

- b. The Assistant to the Director is responsible for the designation of tours of duty for all personnel, keeping of records pertaining to hours of duty performed by personnel, for general administration, procurement and assignment of clerical staffs in agreement with staff and service heads.
- c. The Assistant to the Director shall provide for the procurement and preparation of food and feeding of all personnel within the Emergency Operating Center.
- d. The Assistant to the Director shall further provide for sleeping arrangements and comfort of all off-duty personnel, general housekeeping at the Emergency Operating Center, and the maintenance of security.

12. Resources Management Section - MCDA

- a. Upon establishment of an alert status, this section will be staffed by the Resources Management Officer, Economic Stabilization Officer, Manpower Service Officer, Utilities Service Officer, Industrial Production Service Officer and such members of the Office of Emergency Controls as may be required to deal with the situation.
- b. Generally, staff activities at Area and Sector levels will parallel that at State level. Area and Sector Directors will provide for the necessary coordination of the activities of Resources Management personnel and will be responsible for the transmission of resources damage intelligence to the State Emergency Operating Center at Framingham.
- c. Activities of staff personnel at local level are the responsibility of the local director. The transmission of resources damage intelligence, through Sector and Area channels, is a vital function of the local director. Requests for assistance will not be made to the next higher echelon in the chain of command unless the local community has exhausted all efforts to combat the effects of the disaster with all the resources locally available.
- d. Ration Boards may be utilized to assist, as required, by estimating and reporting information relating to the status of resources damaged and requirements to the local director.
- e. The Resources Management Officer will coordinate with the Intelligence Officer, MCDA, all intelligence relating to the loss or damage of any or all resources. The Resources Management Officer will assist the Intelligence Officer in the preparation of reports.

13. Public Relations Officer - MCDA

- a. The Public Relations Officer, MCDA, will report to the Emergency Operating Center at Framingham for duty upon the declaration of a stand by status.

- b. The Public Relations Officer will set up a public information service at the Emergency Operating Center when the MCDA goes on stand by status.
- c. The Public Relations Officer of MCDA will issue a public information bulletin on the nature of precautionary steps being taken in connection with an imminent disaster, and will urge the public to keep in touch with radio or TV for official Weather Service reports or for further information from Civil Defense. To avoid undue alarm, this bulletin will not be released until MCDA has been placed on an alert status.

14. Communications Service - MCDA

- a. If a stand by status is designated in a disaster, the Communications Officer will report to the Emergency Operating Center at Framingham for duty.
- b. It is the responsibility of the Communications Officer to maintain, insofar as possible, all communication installations in operable condition. Particular attention will be given to radio, because, during or following a hurricane or tornado, many land lines will be out.
- c. Under an alert status, the Communications Officer will set up and operate the message center at the EOC, Framingham.
- d. Under an alert status, a Mobile Communications vehicle will be checked out and tested by the Communications Officer and made ready for dispatch to any area requesting its use.

15. Fire Service Officer - Department of Public Safety

- a. The Fire Service Officer will report to the Emergency Operating Center at Framingham for duty when a stand by status has been declared by the Director, MCDA.
- b. The Fire Service Officer will advise the Director, MCDA on all aspects of fire prevention, fire protection, fire defense and fire fighting as required for civil defense emergency operations.
- c. The Fire Service Officer will direct the utilization, mobilization and operations of all fire fighting resources of local, state and private agencies in order to combat the effects of a disaster during a declared state-wide emergency.
- d. The Fire Service Officer will provide direction and assistance to Fire Service staffs at Area, district and local levels if requested by these staffs, and will maintain the state-wide inventory records of all fire fighting resources within the state.

16. Rescue Service - MCDA

- a. The Rescue Service Officer, MCDA, shall report for duty to the Emergency Operating Center at Framingham when an alert status has been designated.
- b. When MCDA is placed on an alert status, Rescue Service Officers at State, Area, and Sector levels will be so advised in order that prompt service may be rendered should the threatened emergency become actual.
- c. When MCDA is placed on an alert status, the Rescue Service throughout the State will be placed in a state of instant readiness for service when and where needed. As the situation develops, personnel and equipment not needed may be immobilized or placed on stand by.

D. LOCAL CIVIL DEFENSE DIRECTORS

1. When a disaster warning is received, local Civil Defense Directors will alert the people of their communities through their Warning System and other authorized media of communication, of the impending emergency.
2. Such disaster warnings from the local Civil Defense Directors should include information on safety precautions to be taken in advance of the emergency and safety measures to be taken following its passage. See Annexes and Check Lists of actions to be taken for various disasters.
3. Municipal Civil Defense organizations will become operational at times indicated by the seriousness of the warning, or on order of the Director, MCDA. They will take such steps as are necessary for the protection of their communities if they lie in the projected path of the disaster, or for support of others if it appears that they will escape the force of the disaster.
4. Municipal Civil Defense Directors will confer with the executive head of the community, advising him of the estimate of the situation as a basis for his decision whether or not to declare a state of local emergency.
5. In making advance preparations for operation status, local civil defense directors should check carefully the recommendations contained in annexes attached hereto. There will be no time after the disaster strikes for planning or for procurement of supplies and equipment. In coordinating local disaster relief activities, municipal governments should utilize to the maximum extent the disaster relief capabilities of public and private agencies dedicated to relief of distress and suffering.

FEDERAL AGENCIES

1. Assistance Available Without A Major Natural Disaster Declaration

Federal disaster assistance is supplementary to, and not in substitution for, relief afforded by the States and their political subdivisions. Primary responsibility for disaster relief rests with State and local agencies. Federal assistance is provided only when State and local resources are clearly insufficient to cope with the effects of the disaster.

a. Disaster Services Under Federal Agencies' Own Statutory Authorities

Many Federal agencies have statutory authority to provide disaster assistance to States and local governments, communities, and individuals prior to or in the absence of a "major disaster" declaration by the President.

A few examples are:

- (1) THE DEPARTMENT OF DEFENSE can provide military assistance to prevent starvation, extreme suffering, and/or loss of life when local resources are clearly inadequate to cope with the situation.
- (2) THE CORPS OF ENGINEERS has authority to assist in flood fighting and rescue operations and to repair and restore flood control works threatened or destroyed by flood.
- (3) THE BUREAU OF PUBLIC ROADS can provide assistance to restore roads and bridges on the Federal Aid System.
- (4) THE DEPARTMENT OF AGRICULTURE can provide many services to meet the emergency needs of agriculture. These include the provision of available surplus food to relief organizations, the sale of feed grains at or below the support price, and loans to disaster-affected farmers.
- (5) THE UNITED STATES COAST GUARD provides search and rescue missions and aid to mariners in distress.
- (6) DEFENSE CIVIL PREPAREDNESS AGENCY can supply water pumping equipment, water purifiers, generators, steel pipe and fittings to meet emergencies caused by drought.
- (7) THE SMALL BUSINESS ADMINISTRATION can provide both direct and bank participation disaster loans to individuals and business concerns to restore or rehabilitate damaged or destroyed property.
- (8) THE PUBLIC HEALTH SERVICE can provide assistance to States and local communities for emergency health and sanitation measures.

Details of the types of disaster services which may be provided by Federal agencies prior to or in the absence of a "major disaster" declaration are available from the Federal Director of the Office of Emergency Preparedness, Region 1.

2. Office of Emergency Preparedness (OEP)

The Federal Government has recognized that it has a responsibility to aid State and local governments in times of great disaster. Public Law 91-606 sets forth the conditions under which Federal assistance can be provided. The Act gives the President broad powers to supplement efforts of State and local governments in carrying out their responsibilities to lessen suffering and repair damage.

The President has delegated to the Director of the Office of Emergency Preparedness (OEP) the responsibility for coordinating Federal disaster assistance. The Disaster Relief Act of 1970 gave statutory reaffirmation to this responsibility in a major disaster. Upon declaration of a "major disaster" the Office of Emergency Preparedness administers funds allocated for the State from the President's Disaster Fund, and directs and coordinates overall disaster assistance functions of all Federal agencies.

3. Assistance Available Following a Major Natural Disaster Declaration

a. Federal Agency Assistance

When a "major disaster" declaration has been made by the President, the available resources of all Federal agencies may be used, as necessary, in combating the effects of the disaster. The Office of Emergency Preparedness will, when conditions warrant and the State requests, direct the appropriate agency to perform any or all of the following services:

- (1) Make available to States and local governments Federal equipment, supplies, facilities, personnel and other resources, other than the extension of credit.
- (2) Distribute through the American National Red Cross or otherwise, medicine, food and other consumable items.
- (3) Donate or lend surplus Federal equipment and supplies.
- (4) Perform protective and other work essential for the preservation of life and property.
- (5) Clear debris and wreckage, and make emergency repairs to and provide temporary replacement of essential public facilities of States and local governments.
- (6) Provide temporary housing or other emergency shelter.

b. Financial Assistance

When a Presidential declaration of a "major disaster" is accompanied or followed by an allocation of funds from the President's Disaster Fund, the Office of Emergency Preparedness provides financial assistance to States and local governments. These funds may be used for the performance of protective and other work essential for the preservation of life and property, clearance of debris and wreckage, making emergency repairs and temporary replacement of essential public facilities of States and local governments, and provision of temporary housing or emergency shelter. In addition, reimbursement can be made up to 50 percent of eligible costs for certain public facilities that were damaged by the disaster while under construction.

c. Additional Federal Agency Assistance Available Upon A Major Disaster Declaration

Other Federal agencies have special emergency authorities which can be invoked only upon a "major disaster" declaration by the President. Specific examples are the following:

- (1) The Small Business Administration can make economic injury loans available to small business firms suffering substantial economic loss as a result of the disaster.
- (2) The Internal Revenue Service can provide special tax treatment for disaster-created losses suffered by property owners. In some instances, a taxpayer may elect to take the deduction for the casualty loss on his tax return for the preceding year rather than the year in which the disaster occurred.
- (3) The Office of Education, DHEW, can provide for the repair or replacement of damaged public elementary and secondary schools, and for maintenance and operating costs.
- (4) Adjustments may be made by the Department of Housing and Urban Development and the Veterans Administration, under their respective insured home loan program.
- (5) Urban renewal programs can be expedited. See Annex L for Requests and Procedures for requesting Federal assistance.

4. National Weather Service - NOAA

The National Weather Service, Logan International Airport, Boston, Massachusetts, provides weather forecasts and storm warnings on a twenty-four hour basis. The National Weather Service, River Forecast Center, Hartford, Connecticut, provides flood warnings and forecasts of water levels in rivers and streams on a continuing basis.

Modern communications circuits direct from the National Weather Service to the Massachusetts Civil Defense Agency Emergency Operating Center at Framingham, provide up-to-the-minute warning forecasts and other pertinent weather information; these include NAWAS, teletype, telephone and the new V.H.F. Weather Broadcast Information System, operating on 162.40 MHz.

5. Massachusetts Wing, Civil Air Patrol (CAP)

- a. During a Civil Defense emergency declared by the Governor, the Massachusetts Wing, Civil Air Patrol, will employ its facilities, personnel and equipment to support the Massachusetts Civil Defense Agency, consistent with its other missions as a volunteer Civilian Auxiliary of the United States Air Force.
- b. By agreement with MCDA, the Massachusetts Wing, Civil Air Patrol will furnish communications personnel to MCDA control centers in the event of threatened or actual natural disaster.
- c. Refer to Annex N for a copy of the Civil Air Patrol - Massachusetts Civil Defense Agency Standing Operating Procedures governing CAP support in emergencies.

F. PRIVATE RELIEF ORGANIZATIONS

1. American National Red Cross

- a. The Charter for the Red Cross provides that the Red Cross should continue and carry on a system of National and International relief in time of peace in mitigating and suffering caused by pestilence, famine, fire, flood and other great national calamities, and to devise and carry on measures for preventing the same.
- b. When MCDA is placed on a standby status, Intelligence Officer of MCDA will notify the Red Cross Civil Defense Liaison Officer of the Operational Level in effect. The Red Cross will alert their personnel preassigned for service at Area control centers and the Red Cross Liaison Officer will advise MCDA where he may be reached at all times.
- c. When MCDA is placed on an alert status, the Intelligence Officer of MCDA will advise the Red Cross Liaison Officer who will direct pre-assigned Red Cross personnel to contact Area control centers to coordinate the activities of the Red Cross with those of MCDA during the impending natural disaster emergency.
- d. As in the past, the Red Cross and other private relief organizations will carry out their traditional services to the victims of disaster by providing to the victims of disaster such assistance as food, clothing, shelter, medical care, household furnishings, building and repair of homes, or providing financial assistance for such purposes, as well as rehabilitation. The cardinal principle of relationships

between Civil Defense and the Red Cross and other private relief organizations should be that so long as such private organizations are able to assist the victims of disaster utilizing private funds raised for such purpose, public funds should not be spent in competition with private organizations or in duplication of the efforts of private relief organizations.

- e. Civil Defense Welfare Service personnel may assist in the Red Cross natural disaster services as requested by the local head of the Red Cross under direction of the American Red Cross.
- f. Refer to Annex M for a copy of the Memorandum of Understanding between the Massachusetts Civil Defense Agency and the American National Red Cross and a list of government-Red Cross responsibilities in time of Natural Disasters.

G. OTHER AGENCIES

- 1. Other welfare, religious and charitable institutions are also organized, equipped and trained to assist local governments in meeting the effects of a disaster during the immediate emergency period. Their resources shall be utilized to alleviate human suffering and need in the local community.

V. COMMUNICATIONS

A. LOCAL CONTROL

- 1. In time of disaster, communications will depend upon the normal emergency circuits available locally, i.e., land lines, police, fire, local government and RACES radio networks.

B. STATE-WIDE CONTROL

- 1. Upon activation of State and local Emergency Operating Centers, State-wide control will be exercised through the normal Civil Defense circuits and established procedures.

C. EMERGENCY PROVISIONS

- 1. When communications facilities are destroyed in any area, reliance must be had upon such mobile radio units as are available.
- 2. At the earliest time practicable, a State Mobile Communications vehicle will be moved in to provide a semi-fixed base for use as an on-site operations and communications center.

D. WARNING

- 1. Generally speaking, the State Emergency Operating Center will receive warning in one of two ways; where the warning is concerned with a disaster such as, an approaching hurricane, tornadoes or other severe meteorological phenomenon, such warning

will be received from the National Weather Service, Boston, or in case of flood from the River Forecast Center, Hartford, Connecticut.

2. Local disasters and incidents will be reported from the local community through the Sector-Area-State EOC chain of command.
3. During normal working hours sufficient personnel will be on hand to facilitate the assumption of the appropriate operational posture as set forth in Annex A. After normal working hours, Annex C establishes the authority for the Emergency Action Officer to act and assume control of an emergency situation for the Director, MCDA.

MASSACHUSETTS STATE DISASTER CONTROL PLAN

Annex A

MCDA Operational Levels

This Annex establishes a uniform system of operational readiness to enable the Agency to handle any emergency situation. This Annex rescinds EOC 1425 (Directive 2-68) and replaces all statements on readiness or operational levels.

Operational Levels For All Emergency Situations

STANDBY - Increased readiness level. Based on information indicating a significant change in the potential for an emergency or disaster situation. Preparatory actions including an increased intelligence watch are taken to maintain preparedness.

ALERT - Highest state of readiness. An attack or major disaster has occurred or is imminent requiring full operational capability present in operating positions.

For exercise purposes the following terms will be used in place of the designation Standby or Alert:

OPERATIONAL LEVEL

EXERCISE CODE WORD

STANDBY

-

CODFISH

ALERT

-

MAYFLOWER

These operational levels may also be used by municipalities. Checklists insure uniform actions will be undertaken. The actions specified are basic minimums. Operational levels will be set by the Director or Operations Officer, MCDA. Area Directors may establish operational levels within their respective areas and sectors whenever necessary provided immediate notification is made to the Director, MCDA.

STATE EMERGENCY OPERATING CENTER - FRAMINGHAM

OPERATIONAL PROCEDURES

STANDBY Checklist

- ☐ Report staffing requirements and shift scheduling to the Director.
- ☐ Notify key personnel to report for duty and brief on situation.
- ☐ Forward appropriate bulletins to all Area headquarters by radio, telephone or TWX.
- ☐ Set operational level for all Areas and Sectors as required.
- ☐ Monitor National Warning System for announcements.
- ☐ Weather teletype placed on continuous operation to monitor changes in weather conditions.
- ☐ Notify all other EOC and E.O. 25 personnel of STANDBY level and to remain available for immediate call to duty.
- ☐ Review emergency plans, procedures and check all emergency equipment.
- ☐ Operations and Communications Center manned.
- ☐ Alert all other state agencies including the National Guard.
- ☐ Alert selected volunteers and Resources Divisions as required.
- ☐ Prepare for prolonged operations (i.e., work schedules, facility support).
- ☐ Call in additional personnel as required.
- ☐ Place Emergency Broadcast System on STANDBY status.
- ☐ Notify DCPA and OEP Region One of STANDBY level

ALERT Checklist

- ☐ EOC manned with all necessary personnel for prolonged 24-hour operations to include available Executive Order #25 personnel, volunteers, Emergency Broadcast personnel and Resources Division personnel.
- ☐ All EOC personnel shall be available for duty in their operational assignments.
- ☐ Report staffing roster (including Area and Sector offices) and shift scheduling to the Director, MCDA.
- ☐ Schedules for 24-hour operations implemented.
- ☐ EOC secured as required for attack readiness.
- ☐ Emergency Plans and Procedures implemented.
- ☐ Direct dissemination of information, subject to restrictions.

AREA OPERATIONAL PROCEDURES

STANDBY Checklist

- ☐ Notify key personnel and Sectors of STANDBY level.
- ☐ Report staffing roster and shift scheduling to State Director.
- ☐ Forward all intelligence data to State EOC by an initial flash report and then followed by SITREPS in accordance with Intelligence Bulletin 72-2.
- ☐ Check operation of all communications equipment. (NAWAS, AM, FM, CD net, TV)
- ☐ Supervise Sector activities.
- ☐ Notify other staff and E.O. 25 personnel to remain on standby for call-up on short notice.
- ☐ Review emergency plans and procedures.
- ☐ Prepare operations center for activation.
- ☐ Alert selected volunteers.
- ☐ Check operation of all emergency equipment.
- ☐ Prepare for prolonged operations.

ALERT Checklist

- ☐ Accomplish all Standby procedures as required.
- ☐ Area EOC shall be manned with all necessary personnel and volunteers for prolonged 24 hour operations. Schedules for 24 hour operation will be implemented as required.
- ☐ Report staffing roster and shift schedule to State Director.
- ☐ Control the dissemination of information subject to restrictions.

SECTOR OPERATIONAL PROCEDURES

STANDBY Checklist

- ☐ Notify Sector personnel of STANDBY level.
- ☐ Gather and forward intelligence to Area headquarters.
- ☐ Check operation of and monitor all communications equipment (CD radio net, AM-FM, TV).
- ☐ Notify local CD Directors (of Standby level) to provide immediate intelligence and warning dissemination and capability.
- ☐ Report staffing roster and shift scheduling to Area Director.
- ☐ Alert personnel and volunteer staff to remain on Standby for callup on short notice.
- ☐ Review emergency plans and procedures.
- ☐ Prepare operations center for activation.
- ☐ Check operation of all emergency equipment.
- ☐ Make all preparations to insure full operational capability.

ALERT Checklist

- ☐ Accomplish all Standby procedures as required.
- ☐ Sector will be manned with all necessary personnel.
- ☐ Inform local directors of ALERT level.
- ☐ Implement schedules for 24-hour operations.
- ☐ Report staffing roster and shift scheduling to Area Directors.

ANNEX B - ATTACHMENT 1

EXECUTIVE

DATE: July 11, 1973
SUBJECT: Lines of Succession

TO: Secretary of State, Commonwealth of Massachusetts
All MCDA Personnel

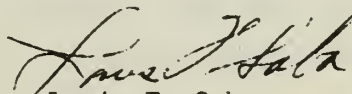
This letter supercedes all previously published MCDA letters or directives pertaining to lines of succession.

- Reference: a. Paragraph 3, Executive Order No. 27
b. Section 20A, Chapter 639, Acts of 1950
as amended

Command conferred upon the Director, Massachusetts Civil Defense Agency, will be exercised in the absence or disability of the Director by such staff members as are indicated successively in the order below:

<u>Position</u>	<u>Incumbent</u>
1. Deputy Director	Charles J. Harris
2. Assistant to the Director	Richard A. Ham
3. Planning & Operations Officer	Robert K. Forsberg
4. Head Administrative Assistant	Robert J. Gerst
5. Communications Officer	Fendt Langston

Changes in successive positions as incumbents as they occur, will be filed in the office of the Secretary of the Commonwealth, as required in reference to a. above.


Louis F. Saba
DIRECTOR

MASSACHUSETTS STATE DISASTER CONTROL PLAN

Annex B

Personnel Alerting

1. This plan establishes procedures to insure that all personnel are alerted and assembled to perform operational functions under emergency conditions.
2. All previously published plans and annexes pertaining to alerting procedures are rescinded and should be destroyed.
3. The following procedure will be used to alert personnel. (Note: See Attachment 2 for telephone numbers. In some cases, the direct dialing number and area code number are not indicated. The use of these numbers depends on where the caller is located when alerting personnel. For the purpose of this Annex, the "Guard" is considered to be either the Guard or Electric Station Operator on duty).
 - a. Director (Alternate is the Deputy for Field Operations)
Should the Director receive the emergency alarm first, he will notify as required:
 - (1) Guard
 - (2) Governor
 - b. Assistant to the Director (Alternate is the Executive Secretary) will notify as required:
 - (1) Chairman, Civil Defense Council
 - (2) Chairman, Civil Defense Advisory Committee
 - (3) Director, DCPA, Region One, Maynard, Massachusetts
 - (4) For a natural disaster, notify Director, OEP, Region 1, Boston, Massachusetts.
 - c. Guard
A Guard receiving an emergency alarm shall immediately notify the Emergency Action Officer. Under command of the Emergency Action Officer, the Guard shall notify as requested those individuals listed below:
 - (1) Director
 - (2) Assistant to the Director

- (3) Deputy for Field Operations
- (4) Operations Officer
- (5) Head Administrative Assistant
- (6) Intelligence Officer
- (7) Field Coordinator
- (8) Communications Officer
- (9) Resources Management Officer
- (10) Senior Accountant

d. Deputy for Field Operations (Alternate is the Operations Officer)

The Deputy for Field Operations will notify as needed:

Primary

Director Area 1

Director Area 2

Director Area 3

Director Area 4

Training Officer

Alternate

Director Sector 1D

Director Sector 2D

Director Sector 3D

Director Sector 4B

Education Officer

e. Operations Officer (Alternate is the Intelligence Officer)

The Operations Officer will notify as needed:

Primary

Engineering Service Officer

Regional Field Officer, DCPA

Radiological Officer

Maintenance Engineer

Alternate

Emergency Planning Officer, DPW

Regional Field Specialist, DCPA

Shop Supervisor, Calibration Facility

Electric Station Operator

f. Head Administrative Assistant (Alternate is the Public Relations Officer)

Head Administrative Assistant will notify as needed:

Primary

Public Relations Officer

President of the Senate, General Court

Speaker of the House, General Court

Cabinet Heads of State Departments and

Agencies as Instructed.

Alternate

g. Intelligence Officer (Alternate is the Rescue Officer)

The Intelligence Officer will notify as needed:

Primary

Rescue Officer

Police Service Officer

Fire Service Officer

Alternate

Training Officer

Commander, Technical Services

Fire Marshal's Office (SP HQ)

h. Field Coordinator (Alternate is the Shelter Management Officer)

The Field Coordinator will notify as needed:

Primary

Shelter Management Officer

Medical Service Officer

Public Health Advisor, USPHS

Welfare Officer, Area 4

Alternate

Southeast Regional Health Director, DPH

Regional Program Director, DEHS

i. Communications Officer (Alternate is the Warning Officer)

The Communication Officer will notify as needed:

Primary

Warning Officer

Telephone Operator

Teletype Operator

Radio Maintenance Supervisor

Alternate

Radio Technician

j. Resources Management Officer (Alternate is the Economic Stabilization Officer)

The Resources Management Officer will notify as needed:

Primary

Economic Stabilization Officer

Commodity Supply Officer

Community Shelter Planning Officer

Commerce and Industry Service Officer

Alternate

General Representative from

Commerce and Development Division,

Department of Commerce

k. Senior Accountant (Alternate is the Head Clerk)

The Senior Accountant will notify as needed:

Primary

Alternate

Head Clerk

Supply Officer

Storekeeper

Federal Funds & Personnel Coordinator

Federal Hardware Coordinator

Publications Printer

1. Guard Force

Notify additional Guards as instructed or required.

m. Section or Service Heads

(1) Each section or service will:

- (a) Establish and maintain a current alert list of all personnel assigned to their section or office.
- (b) Establish and maintain a current duty schedule by name, based upon two twelve-hour shifts to provide twenty-four hour operational readiness of their section or office. (See sample form Attachment 5).
- (c) Prepare a personnel fanout chart designating individuals who will telephone other individuals. Each designated person should make no more than three to four calls to other persons assigned to their section or office. (See sample form Attachment 3).

n. Civil Defense Support Organizations

Organizations which may be called upon for support of Civil Defense are listed on page 6, Attachment 2, indicating personnel to be alerted and their telephone numbers.

4. Field Notifying MCDA

In the event of a disaster occurring within a specified civil defense area and requiring civil defense services, the Area Director or his representative will notify MCDA Headquarters.

a. If the emergency occurs during normal working hours, notify one of personnel listed below in order named and availability.

- (1) Director
- (2) Deputy Director for Field Operations
- (3) Assistant to the Director

(4) Planning and Operations Officer

(5) Head Administrative Assistant

(6) ~~Communications~~ Officer

- b. If the emergency occurs during off-duty hours, notify the Guard, giving details of the situation and where the caller can be reached.
- c. Depending upon the seriousness of the situation, the Area Director may set an increased operational level in accordance with Paragraph 4.

Executive Order #25 Assigned Personnel

Personnel assigned to MCDA under Executive Order #25 will be responsible for notifying their respective agencies and personnel in the event of an emergency.

Duty Hours For Emergency Operations

Emergency duty shifts will be 8:00 A. M. - 8:00 P. M. and 8:00 P. M. - 8:00 A. M.

Personnel Assignment In Case Of An Emergency Or Alert

- a. During normal working hours, each Service Head will immediately arrange for twenty-four hour emergency operation and will inform his assigned personnel of their scheduled duty hours. Those individuals who are not immediately required will be relieved from duty and scheduled to report at a designated time in order to support continuous operations.
- b. During off-duty hours with advance notification:
Each service head will determine the personnel required for twenty-four hour operation and notify personnel concerned of scheduled duty hours.
- c. During off-duty hours without advance notification:
Under these circumstances, the Guard would normally receive the alarm. At this time, depending upon the situation, key personnel and other personnel as required will be alerted for necessary action at the discretion of the Emergency Action Officer.

Emergency Operational Assignments

State Emergency Center personnel are assigned emergency operational positions as listed in Attachment 4. These assignments may be varied depending upon the situation.

9. Field Operational Procedure

Area Directors will prepare a Personal Alerting Plan conforming as nearly as possible to the format outlined herein for notification of their key personnel and Sector Directors. Sector Directors will prepare their copies and submit them to Area Directors for approval.

Attachments:

1. Line of Succession
2. Emergency Telephone Roster
3. Personnel Fanout Chart
4. Operational Personnel Grouping
5. 24 Hour Personnel Schedule

Annex B - Attachment 2

Emergency Telephone Roster

When a person has been notified, the caller will enter the time beside the name of the person called. No business number listed indicates person is assigned regular duty hours at State EOC: 875-1381 Framingham - 237-0200, Wellesley. The letter prefix in the left-hand margin matches that with the operational groupings in the basic plan.

<u>POSITION</u>	<u>NAME</u>	<u>TEL. NO.</u>	<u>LOCATION</u>
a. <u>Director</u>	Louis F. Saba	587-0966	Brockton
Guard	On Duty	875-1381 237-0200	Framingham Wellesley
Governor	Hon. Francis W. Sargent	727-3600 Bus. Ext. 360	State House Boston
b. <u>Asst. To The Director</u>	Richard Ham	238-9927	North Easton
Executive Secretary	Lorraine Manning	653-7783	Natick
Chairman, Civil Defense Council	(Vacant)		
Chairman, Civil Defense Advisory Committee	(Vacant)		
Director, Region One, DCPA	Allan R. Zenowitz	897-9381 Bus. 881-1671 227-5762 Home 528-0417 Home	Maynard Autovan Boston Great Barrington
Director, Region 1, OEP	John F. Sullivan, Jr.	223-4271 Bus. 358-4084 Home Ext. 216	Boston Wayland NACOM
c. <u>Guard</u>	On Duty	875-1381 237-0200	Framingham Wellesley
Emergency Action Officer	Call Guard	875-1381 237-0200	Framingham Wellesley
Director	Louis F. Saba	587-0966	Brockton
Asst. To The Director	Richard Ham	238-9927	North Easton
Deputy Director/Field Operations	Charles J. Harris	481-1515	Marlboro
Operations Officer	Robert K. Forsberg	528-1700	Norfolk
Head Administrative Asst.	Robert Gerst	456-3628	Harvard
Intelligence Officer	John B. Stanick	943-8203	Webster
Field Coordinator	Robert Lister	366-7259	Westboro
Communications Officer	Fendt Langston	326-1660 540-1362	Westwood Falmouth
Resources Management Officer	Bernard Judge	535-1017	Peabody
Senior Accountant	Marjorie MacAlpine	877-1371	Framingham

<u>POSITION</u>	<u>NAME</u>	<u>TEL. NO.</u>		<u>LOCATION</u>
d. <u>Deputy Dir./Field Operations</u>	Charles J. Harris	481-1515		Marlboro
Director, Area 1	William B. Linehan	851-7251	Bus.	Tewksbury
		851-7252	Bus.	Tewksbury
		944-1184	Bus.	Reading
		531-6247	Home	Peabody
(Alternate) Director Sector 1E	Daniel J. Shine	688-1061	Bus.	Lawrence
		685-5907	Home	Lawrence
Director, Area 2	John L. Lovering	697-4202	Bus.	Bridgewater
		697-4961	Bus.	Bridgewater
		697-4971	Bus.	Bridgewater
		771-4776	Home	Centerville
(Alternate) Director Sector 2D	Francis J. Willard	697-6186	Bus.	Bridgewater
		697-6187	Bus.	Bridgewater
		337-7530	Home	Weymouth
Director, Area 3	Harold Rossi	366-5321	Bus.	Westboro
		366-8881	Bus.	Westboro
		366-8882	Bus.	Westboro
		366-8883	Bus.	Westboro
		842-6573	Home	Shrewsbury
(Alternate) Director Sector 3D	John Riordan	886-4912	Bus.	Rutland Heights
		481-0976	Home	Marlboro
Director, Area 4	Robert Boulay	323-6306	Bus.	Belchertown
		323-6307	Bus.	Belchertown
		592-1520	Home	Chicopee
(Alternate) Director Sector 4B	Arthur Mackey	562-2826	Bus.	Westfield
		584-5986	Home	Northampton
Training Officer	Anthony Zizza	887-5885	Bus.	Topsfield
		887-5775	Bus.	Topsfield
		284-9290	Home	Revere
e. <u>Operations Officer</u>	Robert K. Forsberg	528-1700	Home	Norfolk
Engineering Service Officer	Royal Hale	666-8993	Home	Somerville
(Alternate) Emergency Planning Officer, DPW				
Regional Field Officer, DCPA	Ernest Hamilton	897-9381	Bus.	Maynard
		448-5335	Home	Groton
(Alternate) Regional Field Specialist		897-9381	Bus.	Maynard
Radiological Officer	Louis Milano	772-3122	Bus.	Ayer
		534-4692	Home	Leominster
Maintenance Engineer	Edward Hicks	881-1364	Home	Ashland
f. <u>Head Administrative Asst.</u>	Robert Gerst	456-3628	Home	Harvard
Public Relations Officer	Gerard Moore	879-7236	Home	Framingham
President of the Senate	Kevin Harrington	727-2525	Bus.	State House (Boston)
		774-4675	Home	Salem

<u>POSITION</u>	<u>NAME</u>	<u>TEL. NO.</u>		<u>LOCATION</u>
Speaker of the House	David Bartley	727-2500 533-0725	Bus. Home	State House (Boston) Holyoke
Cabinet Heads of State Departments and Agencies as instructed. Refer to listing in Boston Telephone Directory under "Massachusetts, Commonwealth of"				
<u>Intelligence Officer</u>	John B. Stanick	943-8203	Home	Webster
Rescue Officer	Gustave Olson	546-2248	Home	Rockport
(Alternate) Training Officer	Anthony Zizza	887-5885 887-5775 284-9290	Bus. Bus. Home	Topsfield Topsfield Revere
Police Service Officer	Lt. Sydney Scarth	879-5051 688-8294	Bus. Home	Framingham SP Methuen
(Alternate) Commander Technical Services				
Fire Service Officer	Vacant			
(Alternate) Fire Marshal's Office, SP Hqtrs.		645-4500	Bus.	Boston
<u>Field Coordinator</u>	Robert Lister	366-7259	Home	Westboro
Shelter Mng't Officer	Daniel Sheehan	653-6400	Home	Natick
Medical Service Officer				
(Alternate) Southeast Regional Health Dir., DPH	Dr. Benjamin Sachs	947-1063 969-5683	Bus. Home	Middleboro Newton
Public Health Advisor	Kenneth Brown	473-7871	Home	Milford
USPHS				
(Alternate) Regional Program Director, DEHS				
Welfare Officer	John Bonnington	323-6306 684-3366	Bus. Home	Belchertown Dalton
Area 4				
(Alternate) Welfare Officer				
<u>Communications Officer</u>	Fendt Langston	326-1660 540-1362	Home Home	Westwood Falmouth
Warning Officer	Vacant			
Telephone Operator	Barbara Kendrick	875-5663	Home	Framingham
Teletype Operator	Lucille Unbekant	562-2845	Home	Marlboro
Radio Maint Supv.	Fred Vaz	234-8404	Home	Whitinsville
(Alternate) Radio Technician	Louis Stoddard	864-6874	Home	Cambridge
<u>Resources Mng't Off.</u>	Bernard Judge	535-1017	Home	Peabody
Economic Stab. Officer	Michael Linehan	891-1567	Home	Watertown

<u>POSITION</u>	<u>NAME</u>	<u>TEL. NO.</u>		<u>LOCATION</u>
Commodity Supply Officer	Mahlon Rich	588-4037	Home	Brockton
Community Shelter Planning Officer	Douglas Forbes	272-1558	Home	Burlington
Commerce & Industry Service Officer				
(Alternate) General Representative From Commerce & Development Div., Department of Commerce	Frank Miroglia	727-3206 284-6818	Bus. Home	Boston Revere
k. <u>Senior Accountant</u>	Marjorie MacAlpine	877-1371	Home	Framingham
Head Clerk	Claire Fraser	881-4611	Home	Ashland
Supply Officer	William Whelton	325-2193	Home	West Roxbury
Federal Funds & Personnel Coordinator	Edwin McDonough	782-6812	Home	Brighton
Federal Hardware Coordinator	Helen Feeney	957-1915	Home	Dracut
Publications Printer	Walter Brewer	881-2745	Home	Ashland
1. <u>Guard Force Roster</u>				
Guard	Ralph Andrews	875-5374	Home	Framingham
Guard	George Cook	232-2042	Home	Brookline
Electric Station Operator	Larry Divino	289-2995	Home	Revere
Electric Station Operator	Michael Flaherty	762-6911	Home	Norwood
Guard	Roosevelt Harris	445-8013	Home	Dorchester
Guard	William Meade	566-9761	Home	Brookline
Electric Station Operator	Royce Sawyer	485-9476	Home	Marlboro

ANNEX B - ATTACHMENT 3
MASSACHUSETTS CIVIL DEFENSE AGENCY
EMERGENCY NOTIFICATION CHART

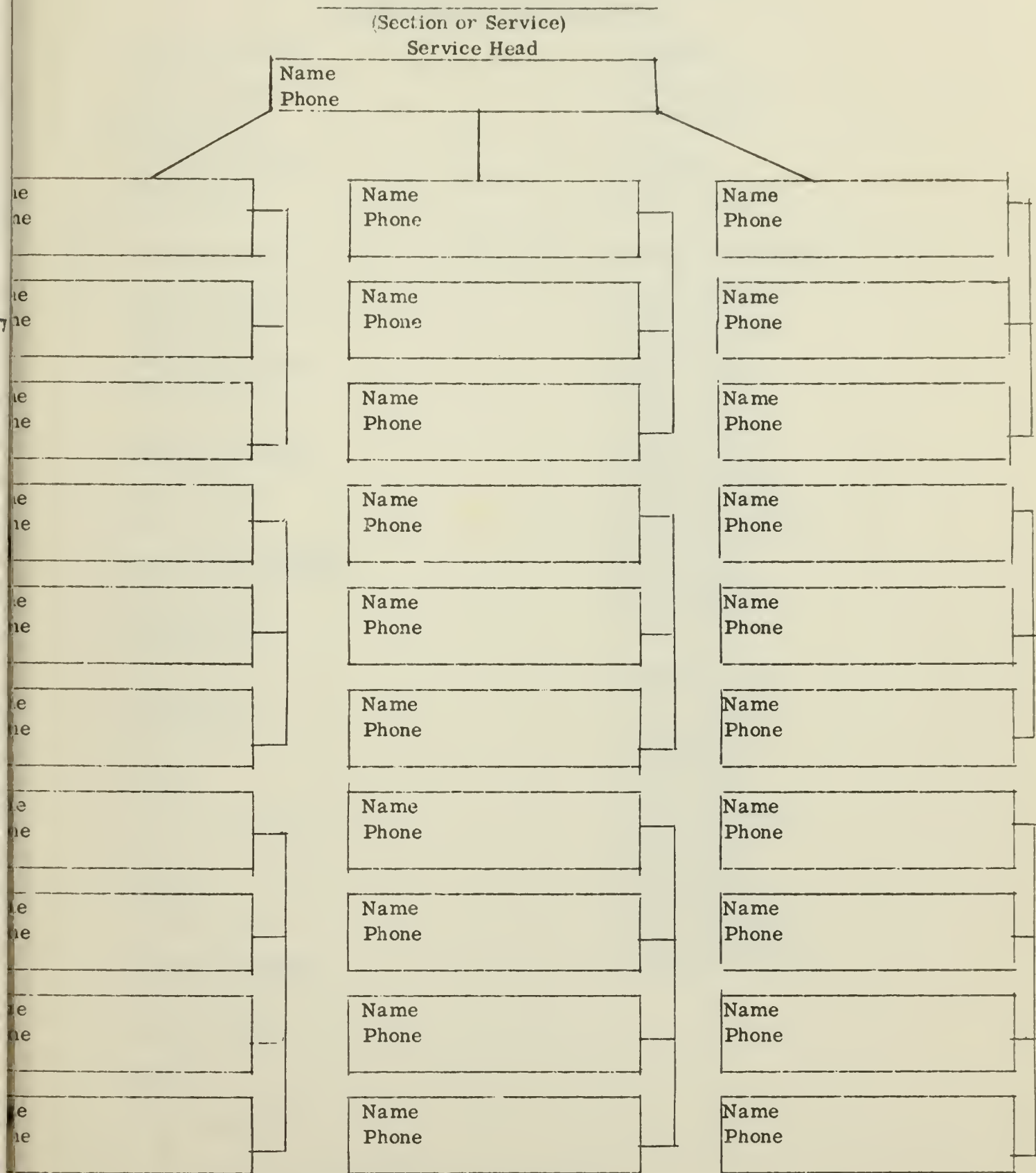


chart can be extended to include all personnel within each Section.

ANNEX B - ATTACHMENT 4

STATE EMERGENCY OPERATING CENTER AT FRAMINGHAM

PRIMARY OPERATIONAL ASSIGNMENTS

Director's Staff

Charles Harris
Richard Ham
Robert Gerst
Lorraine Manning
Mary McNamara
*June Smith

Education

John Callahan
Frank Giglio

Commerce

Edward Moynihan

Administration

Operations Section

Marjorie MacAlpine
Walter Brewer
Mary Andrews
Barbara Kendrick
*Ruth Langevin
Victor Filosa

Robert Forsberg
John Stanick
Douglas Forbes
Mahlon Rich
Daniel Sheehan
Robert Lister
Louis Milano
Edward Wojnas
Bernard Judge
Michael Linehan
Frederick Fletcher

Public Relations

*Regina Grady
*Bettie Peirce
Anne Grossett
*Janet Garbarino
Claire Fraser

Gerard Moore
Mary Garvey

Security Maintenance

Communications

Edward Hicks
George Cook
John Mahoney

Fendt Langston
Fernando Vaz
Lou Stoddard
Harold Howe
Lucille Unbekant
Edwin McDonough
Helen Feeney
Mary Foley
Edith Goldsmith
Barbara Studholme
Eleanor Coppola
Catherine Balchus

Engineering

Royal Hale

Police

Lt. Sydney Scarth

Medical

Kenneth Brown

Training Academy

Anthony Zizza
Gustave Olson

Welfare

John Bonnington

*Available for Communications Assignment

MASSACHUSETTS CIVIL DEFENSE AGENCY

Section

POSITIONS

MASSACHUSETTS STATE DISASTER CONTROL PLAN

Annex C

Emergency Action Officer

Also Identified as Executive Directive 72-1

This annex prescribes policy, procedures and responsibilities for staff personnel who are designated as "Emergency Action Officer" and called upon to perform emergency actions or provide operational support, alone if necessary, during non-duty hours.

All Area headquarters shall establish and maintain a corresponding Emergency Action Officer roster of designated field personnel and coordinate their efforts with the Operations Officer.

Staff and field personnel designated as Emergency Action Officer must assure reasonable availability during off-duty hours. If an individual will be away from his residence overnight or longer, he must notify the Assistant to the Director in advance. He, in turn, will notify the Guard Duty Section.

Policy

1. Matters of a routine or non-emergency nature including requests for information, will not be referred to the Emergency Action Officer. They are to be recorded by the Guard on the Security Telephone Report Form (FEB 72-28) and left with the Security Officer.
2. The Guard, upon notification of an emergency or disaster, potential disaster, severe weather warning, unusual incident, critical intelligence, or request for immediate operational assistance, will call staff officers in order listed on the personnel roster (see Attachment 1) until he makes initial contact. The staff officer responding will assume the role of Emergency Action Officer and notify the Operations Officer.
3. Unless otherwise directed, the Emergency Action Officer will determine after confirming an emergency situation exists which warrants MCDA assistance, whether his presence is required at State Headquarters to assure more direct control.
4. The Emergency Action Officer will initiate such preliminary coordination and assistance as necessary within the scope of MCDA activity. Common sense and judgement shall be exercised in determining the extent of assistance.
5. All assignments shall be followed through to completion unless relieved of responsibilities by the Operations Officer.

Procedures

1. Depending upon the nature and magnitude of the emergency, the Operations Officer will determine whether it is necessary to obtain assistance from other MCDA personnel and whether their presence is needed at State Headquarters during non-duty hours. The Assistant to the Director will then proceed to notify individuals required and prepare the State Headquarters for extended duty.
2. The Director and Public Relations Officer shall be kept informed as needed of the developing situation and actions taken or recommended.
3. Each Emergency Action Officer shall keep at his residence the Duty Officer Manual for guidance as well as emergency telephone numbers. A telephone credit card will be used by Emergency Action Officers.
4. A summary report and log of the situation and actions taken shall be submitted to the Operations Officer by 9 A.M. the next working day unless otherwise directed.

EMERGENCY ACTION OFFICERS

The following staff personnel are designated as Emergency Action Officers and are subject to call during off duty hours to perform emergency actions or provide operational support. The Guard on duty, upon notification or alert, will call the individuals listed below in numerical order. The staff officer responding will assume the role of Emergency Action Officer.

	<u>Name</u>	<u>Title</u>	<u>Location</u>	<u>Phone</u>
1.	C. Harris	Deputy Director/Field Ops.	Marlboro	481-1515
2.	E. Forsberg	Operations Officer	Norfolk	528-1700
3.	B. Judge	Resources Management Off.	Peabody	535-1017
4.	L. Milano	Redef Officer	Leominster	534-4692
5.	F. Langston	Communications Officer	Westwood	326-1660
6.	G. Moore	Public Relations Officer	Framingham	879-7236
7.	L. Linehan	Econ. Stabilization Off.	Waltham	891-1567
8.	R. Lister	Field Coordinator	Westboro	366-7259
9.	J. Stanick	Intelligence Officer	Webster	943-8203

The Director will be notified as to all emergency situations

L. Saba	Director	Brockton	587-0966
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The Assistant to the Director will be notified if required at the discretion of the Deputy Director for Field Operations or the Operations Officer.

R. Ham	Asst. to the Director	North Easton	238-9927
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The following Area Directors will be called if needed, but will not be called on a rotation basis:

W. Linehan	Area 1 Director	Peabody	531-6247
J. Lovering	Area 2 Director	Medford	483-0638
H. Rossi	Area 3 Director	Shrewsbury	842-6573
R. Boulay	Area 4 Director	Chicopee	(413)-592-1520

The following MCDA Staff personnel can be called upon for assistance in their respective services:

<u>Service</u>	<u>Name</u>	<u>Location</u>	<u>Phone</u>
Community Shelter Planning	D. Forbes	Burlington	272-1558
Engineering	R. Hale	Somerville	623-2797
Fire	Vacant		
Maintenance	E. Hicks	Ashland	881-1364
Medical	K. Brown	Milford	473-7871
Police	Lt. S. Scarth	Lawrence	688-8294
Rescue	G. Olson	Rockport	546-2248
Shelter Management	D. Sheehan	Natick	653-6400
Supply	M. Rich	Brockton	588-4037
Training	A. Zizza	Revere	284-9290
Warning	F. Fletcher	Framingham	877-2452
Welfare	J. Bonnington	Dalton	(413-684-3366

EMERGENCY ACTION OFFICER GUIDE AND CHECKLIST

In the event of a natural disaster or other catastrophe arising from causes other than enemy attack and to expedite and to ensure maximum coordination in such situations, the following is a guide to assist the Emergency Action Officer.

1. Refer to Annex C of the Massachusetts State Disaster Control Plan.
2. The preservation and restoration of law and order are the responsibility of local police and other law enforcement agencies, but Civil Defense forces, supplies and equipment may also be made available in relieving emergency conditions resulting from riots or disorders.
3. Regardless of the emergency situation, a local community must first utilize all available resources within its area before requesting assistance from the outside unless it is obvious that local resources will be inadequate for the purpose. The requesting jurisdiction may be charged for services, lodging and subsistence of personnel, supplies utilized, and maintenance and operating costs of equipment borrowed. Assistance from outside the stricken jurisdiction is supplementary to and not a substitute for local assistance.
4. Requests for assistance should be made through established MCDA channels and the following information obtained:
 - a. Nature and magnitude of disaster.
 - b. Type and amount of personnel, equipment and supplies needed.
 - c. Where and when the aid is to be sent.
 - d. Name and position of the person to be responsible for the equipment.
 - e. Acceptance of responsibility for the maintenance and return of the equipment in the same workable condition as when received, less fair wear and tear; for expenses incurred in feeding and lodging personnel, for transporting personnel, equipment, and supplies to and from the local area; and for the maintenance and operating costs involved.
5. In addition, assistance may be obtained from other state agencies who may render assistance under their own statutory authority. These agencies including non-government relief agencies such as the Red Cross, Civil Air Patrol and others, can assist in, or provide advice on debris clearance, flood control, highway and bridge repair, obtaining medical supplies, mass feeding, shelter, etc.
6. If a disaster is of such magnitude and severity that State assistance is necessary to cope with a disaster, the Governor may direct any and all agencies of State government to use, lend, or give, with or without compensation, their personnel, facilities, equipment, support and other resources except the extension of credit. There is no provision for outright financial assistance by the State to local communities for disaster relief.

7. In all cases, of course, common sense and judgment must be used to determine what action should be taken. Take any necessary action to solve the problem, preferably with staff assistance.

SUPPORT ORGANIZATIONS

MASSACHUSETTS NATIONAL GUARD

Major General Vahan Vartanian
Business: Boston 782-7842 - Extension 1 or 2
Home: 9 Slocum Road, Jamaica Plain, 524-3111

Alternate

Colonel William J. King, Jr.
Business: Boston, 782-9544 or 7842, Extension 14
Home: 85 Georgetown Drive, Framingham, 879-0809

AMERICAN RED CROSS

New England Division, American National Red Cross
99 Brookline Avenue
Boston, Mass. 02215
Phone: 262-4940
Contact "Duty Worker" 262-4940 or 262-1234

SALVATION ARMY

Salvation Army
Massachusetts Headquarters
147 Berkley Street
Boston, Mass.
Phone: 542-5420

Person in Charge

Brig. Maro Smith
Business: Boston 542-5420
Home: 105 Damon Road
Needham, Mass. 449-1194

CIVIL AIR PATROL

Col. Carl J. Platter
Business: Randolph, 961-3101
Home: 29 Michell Lane, Randolph, 963-3003

Alternate

Maj. Anthony F. Grogan
Business: Natick, 653-9985
Home: 56 Village Street
Millis, 376-8444

MASSACHUSETTS STATE DISASTER CONTROL PLAN

Annex D

Preparation At Municipal Civil Defense Control Centers For Disaster Emergencies

In making advance preparations for disasters, it is recommended that Municipal Civil Defense Directors study carefully the suggestions listed below. There will be no time after the disaster strikes for planning, or for procurement of supplies and equipment.

1. Warn your local public to listen to radios for OFFICIAL U. S. NATIONAL WEATHER SERVICE information. Discourage rumors by not giving credence to them.
2. Make sure that fan-out procedures to notify town officials and Civil Defense staffs are perfected and up-to-date.
3. Bring inventories of local facilities and equipment, such as pumps, generators, medical supplies, etc., up-to-date.
4. Warn the public to have supplies of candles, lamps, extra batteries for flashlights, food in cans or glass, blankets and extra clothing ready for use at all times.
5. Select locations for use by evacuees in case of hurried evacuation from flood areas or to provide warmth and shelter for people suffering from loss of power during severe winter storms.
6. Make sure local health officers have ample supplies of typhoid vaccines and other epidemic preventatives immediately available. Confer with your local Board of Health.
7. Establish immediate liaison with the local Red Cross Chapter and bring them into local planning because the Red Cross is traditionally responsible for operation during time of disaster.
8. Establish sources of supply for cots, bedding, food and medicinal supplies. Make arrangements for mass feeding with your local School Lunch Program Manager.
9. Consult with your State Sector Director for advice and guidance in developing your local plans.
10. Arrange for reporting acute local conditions to State Civil Defense through established MCDA procedures.

MASSACHUSETTS STATE DISASTER CONTROL PLAN

ANNEX E

HURRICANES

A. WARNING

1. The National Weather Service is responsible for issuing warnings when hurricanes are approaching the United States mainland. Hurricanes which threaten the continental United States usually originate in the Gulf of Mexico, the Caribbean, or the tropical Atlantic Ocean. For that reason, it is possible to follow their course for an extended period of time, and to ascertain their wind intensities and to predict with reasonable accuracy where they will strike the mainland.
2. As soon as there are definite indications that a hurricane is forming, even though it is a thousand miles or more from the mainland, the storm is given a name and the Weather Service begins issuing "Advisories." The advisories are issued frequently throughout the day and night and tell where the storm is located, intensity of its winds, and the speed and direction of movement.
3. Upon receipt of an advisory from the National Weather Service to the effect that a hurricane is forming, the MCDA Operations Section will commence tracking the storm utilizing a special chart.
4. If the hurricane moves toward the mainland, "Hurricane Watch" notices are included. The Hurricane Watch does not constitute a warning that hurricane conditions are imminent, rather it indicates that the hurricane is close enough so that everyone in the area covered by the "WATCH" should listen for further advisories and be ready to take precautionary action in case "WARNINGS" are issued.
5. As soon as the forecaster determines that a particular section of the coast will feel the full effects of a hurricane, he issues a "HURRICANE WARNING." Hurricane Warnings specify coastal areas where winds of 74 miles per hour or higher are expected to occur. When the warning is issued, all precautions should be taken immediately against the full force of the storm.

B. MCDA OPERATIONAL LEVELS

1. MCDA Standby Operational Level

When a hurricane crosses Latitude 35 Degree North on a course indicating it will strike New England, or when HURRICANE WARNINGS are received from the National Weather Service, the Massachusetts Civil Defense Agency will go on Standby Operational Level at the State Emergency Operating Center and in Areas and Sectors on order of the Director, MCDA. Actions to be taken when a Standby Operational Level is declared is set forth in Annex A of the State Disaster Control Plan.

2. MCDA Alert Operational Level

When a hurricane enters a zone bounded on the south by Latitude 40 Degrees North, on the West by Longitude 75 Degrees West, and on the East by Longitude 67 Degrees West, MCDA personnel at State, Area, and Sector levels will be placed on an Alert Operational Level. Actions to be taken when an Alert Operational Level is declared is set forth in Annex A of the State Disaster Control Plan.

MASSACHUSETTS STATE DISASTER CONTROL PLAN

ANNEX E - HURRICANES

PUBLIC GUIDANCE AND CHECKLIST

The following guidance for citizens of the Commonwealth in the interest of safety should be of value in reducing casualties or complications. This information is also available in booklet form from the Massachusetts Civil Defense Agency under the title "Be Alert! Know Hurricane Safety Measures."

A. Precautionary Measures - After Warning and Prior to Hurricane

1. Keep your radio or television on and listen for the latest Weather Service warnings and advisories. If power fails, use your car radio.
2. Pay no attention to rumors. Determine the source of information.
3. Get away from low-lying beaches or other locations which may be swept by high tides or storm waves. If passage to high ground is over a road likely to be under water, leave early. Don't run the risk of being marooned.
4. If your house is out of danger from high tides and is well built, then it is probably the best place to weather the storm.
5. Be alert for high water in areas where streams or rivers may flood after heavy rains.
6. Board up, put on storm shutters, tape or otherwise protect windows. Danger to small windows is mainly from flying debris while larger windows may be broken by wind pressure if not protected.
7. Get in extra food, especially things which can be eaten without cooking or with very little preparation. Remember that electric power may be off and you may be without refrigeration.
8. If emergency cooking facilities are necessary, be sure they are in working order.
9. Sterilize jugs, bottles, cooking utensils and fill with drinking water, as city water service may be interrupted.
10. Have flashlight and/or other emergency lights in working condition and keep them handy.
11. Be sure to have gasoline in your car. If electric power is off, filling stations may not be able to operate gasoline pumps for several days.
12. Check on everything that might blow away or be torn loose. Garbage cans, garden tools, toys, signs, porch furniture, awnings, and other objects become weapons of destruction in hurricane winds. Store them all inside if possible.

13. Be sure that a window or door can be opened on the lee side of the house -- the side opposite the one facing the winds.
14. If the center or "eye" of the storm passes directly over, there will be a lull in the wind lasting from a few minutes to half an hour or more. Stay in a safe place. Make emergency repairs during the lull, if necessary, but remember the wind will return suddenly from the opposite direction, frequently with even greater violence.
15. Know the locations of medical personnel and hospitals.
16. Be calm. Your ability to meet emergencies will inspire and help others.

B. Safety Measures - After Passage of Hurricane

1. Seek medical care at First Aid stations or hospitals for persons injured during the storm.
2. Don't touch loose or dangling wires. Report such damage to the light and power company, or nearest police officer.
3. Report broken sewer or water mains to the water department.
4. Guard against spoiled food in mechanical refrigerators, if power has been off any length of time.
5. Unless available personnel are qualified to render valuable emergency assistance, request them to stay away from disaster areas where they may hamper first aid or rescue work.
6. Drive automobiles cautiously. Debris filled streets are dangerous, so keep your eyes on the road. Along the coast, soil may be washed from beneath the pavement which may collapse under the weight of vehicles.
7. Be alert to prevent fire. Lower water pressure as a result of hurricanes rupturing mains makes fire-fighting difficult.
8. Take down shutters and save the lumber. Store in handy place for future use.
9. Consult with your Municipal Civil Defense Director on answers to any problems not outlined herein. Should he be unable to answer your questions, he will obtain the answers from the Sector, Area, or State Director.

MASSACHUSETTS STATE DISASTER CONTROL PLAN

ANNEX F

TORNADOES

1. PURPOSE

This annex is to serve as policy at the State, Area and Sector levels of the actions to be taken by MCDA in the event of tornadoes and to assist Federal, State and local Civil Defense officials.

2. ASSUMPTION

Tornadoes can occur at any time of the year and at any hour. Most occur in the southern and central states but the northeastern states average one per year. Tornadoes are the single, most violent and destructive natural force on this planet. Tremendous winds and fantastic changes in air pressure cause buildings to collapse, uproot trees and overturn vehicles. disrupt water, sewer or gas mains, destroy light and power lines, washout roads, create fires and cause numerous personal injuries from flying objects. Destructive capability is unlimited.

3. SITUATION

Tornado weather usually develops on hot, sticky days where thunderstorms are prevalent. Clouds have a greenish-black appearance of thunderheads which may appear to be bulging down towards the ground instead of up. Rain mixed frequently with hail usually precede a tornado. The tornado can be observed as a huge funnel-shaped cloud rotating rapidly and extending down towards the earth from the base of a thundercloud. When close by, it sounds like the roar of hundreds of airplanes. In most cases, tornadoes travel from a southwest to northeast direction and may cover a distance of 300 miles (average path is 16 miles). Its width ranges from 400 yards to one mile. It could remain stationary, however, most move at a forward speed between 25-40 miles per hour although some have been known to move up to 68 miles per hour. Winds in the vortex may reach as high as 500 miles per hour.

4. DEFINITIONS NATIONAL WEATHER SERVICE

WATCH - used to alert the public that weather conditions are such that the threat of tornadoes developing in a given area is a strong possibility and that the public should be ready to take precautionary action in case tornado warnings are issued.

4. DEFINITIONS NATIONAL WEATHER SERVICE (continued)

WARNING - A tornado has actually been sighted in the area or its presence has been detected by radar. The warning will indicate where the tornado was discovered, the area through which it is expected to move, and the time periods during which the tornado will move through the area warned. Following issuance of a tornado warning, persons in the indicated path of a tornado should immediately take shelter.

5. ALERTING PROCEDURE

In case tornado conditions are evident the National Weather Service will issue warnings to that effect, utilizing TWX, NAWAS, telephone and other available media of communications to the State Police, MCDA, and radio and TV stations alerting the public to the danger. Similar "Severe Weather Warnings" which include tornadoes, are also issued through the same media. All such warnings will be transmitted through civil defense channels to local civil defense organizations involved.

6. MISSION

To minimize the threat of or destruction of life and property and to insure the most rapid post storm recovery from the effects of a tornado by utilization of both government and private relief agencies.

7. OPERATIONS - CONCEPT AND CONDUCT

- a. When warned of tornado conditions or severe weather watch is posted which could include tornadoes by the National Weather Service, the MCDA Emergency Operating Center will automatically go into Standby Operational Level and such areas as covered by the watch.
- b. When an actual tornado warning is received from the National Weather Service, or a report of a tornado has been confirmed by reliable sources, the MCDA will shift automatically into an Alert Operational Level.
- c. Specific actions to be taken when MCDA Operational Levels are announced are set forth in Annex A of this plan.

8. REFERENCES

National Weather Service, National Oceanic and Atmospheric Administration.

MASSACHUSETTS STATE DISASTER CONTROL PLAN

ANNEX F

TORNADOES

PUBLIC GUIDANCE AND CHECK LIST

The following information is a guide for communities and citizens of the Commonwealth which will enable them to better protect themselves against the peril of tornadoes and the accompanying hazards and effects.

1. SAFETY RULES

- a. UNDERGROUND excavations are the best protection against tornadoes especially cellars and basements.
- b. IN OPEN COUNTRY:
 - (1) Move at right angles to the path of the tornado.
 - (2) If there is not time to reach shelter, lay flat in the nearest depression, such as, a ditch, gully or ravine.
- c. IN A CITY OR TOWN:
 - (1) Seek inside shelter in a strongly reinforced building.
 - (2) Stay away from windows.
 - (3) In homes, go to the basement corner nearest the oncoming tornado. If no basement is available, take cover on an inside wall under heavy furniture. Doors and windows on the side of the house away from the tornado may be opened to counteract the differences between inside and outside air pressure and help reduce damage to the building.
- d. IN SCHOOLS:
 - (1) City Area:
 - (a) Avoid auditorium and gymnasiums with large poorly supported roofs.
 - (b) If building is strongly reinforced construction, stay inside, away from windows and stay away from an outside wall of the lower floor if possible.

(2) Rural Area:

If building is not strongly reinforced construction, remove teachers and children out of the structure to a ditch, gully or ravine if a storm shelter is not available or cannot be reached in time.

e. INDUSTRIAL PLANTS AND FACTORIES:

- (1) Prepare to move workers to sections of the plant offering the greatest protection.
- (2) Post a lookout to warn of tornado's approach.
- (3) Keep calm and stay inside. Chances of tornado striking specific locations in the area of warning are slight.

2. INFORMATION AND WARNING

- a. Listen to radio and TV for latest tornado advisories.
- b. Do not tie up telephone lines except to report a tornado, as these lines are needed to receive special reports or to relay advisories to the radio or TV stations for the information of thousands in the critical area.
- c. Be prepared to assist others after a tornado has passed.

MASSACHUSETTS STATE DISASTER CONTROL PLAN

Annex G

Flood

A. Warning

1. Normally, flooding will be a relatively slow process with adequate warning. The buildup to flood conditions would normally take several days and in the meantime, progressive situation reports would be available from the New England River Forecast Center, Hartford, Connecticut, and from the National Weather Service, Boston. Upon receipt of such reports by either the Intelligence Section or by the Emergency Action Officer, the Director, or next in line of succession, will immediately be notified. Area Directors are also required to report all impending flood conditions to the Intelligence Section and/or the Emergency Action Officer who in turn will notify the Director, or next in line of succession. Decision as to Operational Level will be at the discretion of the Director or next in line of succession.
2. When verification has been made that the situation will become serious, warning will be conveyed to the public by all available means. The local Civil Defense Director will inform the Sector Director of the situation in his city or town informing him as to whether or not assistance is required. Sector Directors will keep Area Directors informed of the situation by periodic reports. All local forces will be alerted and coordinated; Police, Public Works, Medical, Sanitation and Red Cross.

B. Alert Actions

1. Answers to the following questions will help in estimating the situation and provide intelligence required for planning at the Sector, Area and State Emergency Operating Centers:
 - a. What area is flooded or may be flooded if the water continues to rise? (Get the section of town by name and street names if possible, e.g., Rivers End section of Norfolk in vicinity of River Road, Linda Avenue and Sump Street).
 - b. What are the names of rivers, lakes or other bodies of water which are (may) be flooded?
 - c. What is the height of the water at normal stage?
 - d. At what height will flooding occur?
 - e. What is the present height of the water?
 - f. What is the rate of rise (drop) of the water?
 - g. How many homes or families are (may be) affected by the flood?
 - h. How many business firms are (may be) affected?
 - i. What are the names of firms? How many employees?

- j. What public buildings are (may be) in the flood section?
- k. Are there any plans for evacuating residents and business firm employees?
- l. How is (was) evacuation to be carried out? Are motor vehicle, boats, etc., to be used. Will the evacuation be under the direction of the police, fire, civil defense or other personnel?
- m. Where will (were) evacuees be taken for shelter? In private homes or public buildings?
- n. If sheltered in public buildings, who will feed them?
- o. Where is food being obtained? How much food is needed?
- p. What plans are (will be) made for cots and blankets? How many are needed? Where will they be obtained? How will they be transported?
- q. Are there any calls for sandbags? Where will they be obtained? Who will fill them? How will they be transported to the scene and who will put the sandbags in place?
- r. What is the condition of public utilities? Are there breakdowns in gas, electric, water, or telephone service?
- s. What sections of town are so affected? How many people (families) involved?
- t. What is being done to restore service? How long before repairs will be completed?
- u. What roads and bridges are in danger of being washed out?
- v. What roads and bridges are closed or washed out?
- w. What is being done to save threatened roads and bridges?
- x. If a bridge or dam swept away, what areas are in the path of destruction?
- y. What provisions are there to warn people in the threatened section?
- z. Are there any factories which may be damaged by debris from a collapsed bridge or dam?
- aa. Are there any health problems, actual or potential? From what source? What is being done about combating them?
- bb. Are there any materials, chemicals, etc. in the threatened factories which may give additional danger to the situation if the factory is damaged?
- cc. Are you keeping the next higher Civil Defense Emergency Operating Center informed?

MASSACHUSETTS STATE DISASTER CONTROL PLAN

Annex G - Flood

Public Guidance and Checklist

Floods are usually preceded by extended periods of warning. People living in areas likely to be most severely affected are often warned to move to safer locations.

A. Evacuation

If you are warned to evacuate your home and move to another location temporarily, there are certain things to remember and do. Here are the most important ones:

1. FOLLOW THE INSTRUCTIONS AND ADVICE OF YOUR LOCAL GOVERNMENT. If you are told to evacuate, do so promptly. If you are instructed to move to a certain location, go there - don't go anywhere else. If certain travel routes are specified or recommended, use those routes rather than trying to find short cuts of your own. (It will help if you have previously become familiar with the routes likely to be used). If you are told to shut off your water, gas or electric service before leaving home, do so. Also find out on the radio where emergency housing and mass feeding stations are located, in case you need to use them.
2. SECURE YOUR HOME BEFORE LEAVING. If you have time, and if you have not received other instructions from your local government, you should take the following actions before leaving your home:
 - a. Bring outside possessions inside the house, or tie them down securely. This includes outdoor furniture, garbage cans, garden tools, signs, and other movable objects that might be blown or washed away.
 - b. Board up your windows so they won't be broken by high winds, water, flying objects or debris.
 - c. If flooding is likely, move furniture and other movable objects to the upper floor of your house. Disconnect any electrical appliances or equipment that cannot be moved - but don't touch them if you are wet or standing in water.
 - d. Do not stack sandbags around the outside wall of your house to keep flood waters out of your basement. Water seeping downward through the earth (either beyond the sandbags or over them) may collect around the basement walls and under the floor, creating pressure that could damage the walls or else raise the entire basement and cause it to "float" out of the ground. In most cases, it is better to permit the flood waters to flow freely into the basement (or flood the basement yourself with clean water, if you feel sure it will be flooded anyway). This will equalize the water pressure on the inside and outside of the basement walls and floor, and thus avoid structural damage to the foundation and the house.

- e. Lock house doors and windows. Park your car in the garage or driveway, close the windows, and lock it (unless you are driving to your new temporary location).

B. Travel With Care

If your local government is arranging transportation for you, precautions will be taken for your safety. But if you are walking or driving your own car to another location, keep these things in mind:

1. Leave early enough so as not to be marooned by flooded roads, fallen trees, and wires.
2. Make sure you have enough gasoline in your car.
3. Follow recommended routes.
4. As you travel, keep listening to the radio for additional information and instructions from your local government.
5. Watch for washed-out or undermined roadways, earth slides, broken sewer or water mains, loose or downed electric wires, and falling or fallen objects.
6. Watch out for areas where rivers or streams may flood suddenly.
7. Don't try to cross a stream or a pool of water unless you are certain that the water will not be above your knees (or above the middle of your car's wheels) all the way across. Sometimes the water will hide a bridge or a part of the road that has been washed out. If you decide it is safe to drive across it, put your car in low gear and drive very slowly to avoid splashing water into your engine and causing it to stop. Also, remember that your brakes may not work well after the wheels of your car have been in deep water. Try them out a few times when you reach the other side.

MASSACHUSETTS STATE DISASTER CONTROL PLAN

Annex H

Forest Fires

1. PURPOSE

To inform federal, state, municipal and civil defense officials of the actions to be taken by MCDA in the event of Forest Fires and to serve as policy at the field level.

2. SITUATION

Forest fires generally occur in Massachusetts in two seasons of the year: the spring fire season between April 1st and June 1st and in the fall fire season between September 1st and November 1st. Forest fires erupt without warning from a variety of causes and could occur in conjunction with a drought situation, this condition could become extremely critical due to the shortage of water to fight the fires. Also, should the velocity of the wind or size of the fire pose a threat to adjacent localities, inhabitants would have to be warned of the danger in advance and evacuated.

3. FIRE FORECASTS-DEFINITIONS

In order to guide and intensify the vigilance of state and local fire suppression forces, forecasts or predictions of fire danger during the fire season are made by the National Weather Service. These forecasts are developed from information secured locally by the Massachusetts Department of Natural Resources, Division of Forest and Parks, coming from various points within the state. The fire weather forecast is divided into the following five classes:

Class I - Days when it is raining or undoubtedly will rain and fires will not burn except when aided.

Class II - Days when fires will burn and spread very slowly.

Class III - Days when burning conditions are such that fires will spread readily in brush, woodland or grass which is dry or cured.

Class IV - Days on which fires will start easily, spread fast and burn very hot.

Class V - Days when fires are started easily and burn explosively. This is the worst possible condition for forecasting fires.

4. MISSION

Upon information from the Department of Natural Resources, Division of Forest and Parks, Bureau of Forest Fire Control, that it is a Class IV or V Day, the MCDA Intelligence Section will keep abreast of the situation by obtaining continuing situation reports from the Department of Natural Resources and transposing this information onto maps, charts and reports, thereby keeping the Operations Officer and the Fire Service Officer fully appraised of the situation. Also, in the event MCDA requires additional information pertaining to a fire, the Area Director will be requested to have the appropriate Sector Director obtain the necessary data.

5. OPERATIONS

When, in the opinion of the local fire chief, the forest fire situation is beyond the capabilities of local fire resources and established mutual aid, and a state of emergency has been declared by the Governor of the Commonwealth, requests for assistance through the DNR Fire Control Officer to MCDA area Fire Officers may be made. These requests should state the type and quantity of equipment, supplies or personnel required, to whom to report and reporting point location. This is the only channel of communication that will be honored by MCDA. Aid Check Points (ACP) will be selected by the local fire chief and the local Civil Defense Director in a readily identifiable area with sufficient parking space for incoming aid, if required and guides for directing aid to the disaster areas. MCDA will relay all pertinent intelligence data to appropriate agencies.

6. COMMAND AND CONTROL

Local forest fires are the responsibility of the affected local community, who may implement mutual aid pacts as required. Local fire chiefs should exhaust their own resources and mutual aid prior to requesting assistance from MCDA. On the state level, forest fires are the responsibility of the the Department of Natural Resources. Coordination is effect with local fire chiefs and MCDA through the Department of Natural Resources Fire Control Teams, which is the channel of communication and source of daily fire weather forecasts.

7. REFERENCES

Commonwealth of Massachusetts Fire Defense Plan, Massachusetts Civil Defense Agency, Directive No. 1-62, dated April 2, 1962.

Rural Fire Defense Plan, Commonwealth of Massachusetts, 1967, prepared by the Division of Forests and Parks, Massachusetts Department of Natural Resources in cooperation with the U. S. Department of Agriculture-Forest Service.

MASSACHUSETTS STATE DISASTER CONTROL PLAN

Annex I

EARTHQUAKES

1. PURPOSE

To provide the basis of planning and coordination of effort and resources of the Massachusetts Civil Defense Agency and to inform federal, state, municipal and local civil defense officials of such actions to be taken in the event of an earthquake and to serve as policy at the field level.

2. ASSUMPTION

Earthquakes are unpredictable and strike without warning. They may range in intensity from slight tremors to great shocks and may last from a few seconds to as much as five minutes duration. They could come in a series over a period of several days. The actual movement of the ground in an earthquake is seldom the direct cause of injury or death. Most casualties result from falling objects and debris because the shocks can shake, damage or demolish buildings and other structures. The disruption of communications along with light and power lines, gas, sewer or water mains could be expected. Earthquakes may also trigger landslides and generate huge ocean waves, each of which can cause great damage.

3. DEFINITIONS

Richter Scale - recording device used to measure the intensity of the shock waves.

Tsunami - A great sea wave produced by under sea earth movement or volcanic eruption. Also commonly referred to as a tidal wave.

Epicenter - The direct center of the earthquake. Damage would be at its greatest.

4. MISSION

To assist state and local authorities in preventing human suffering, to mitigate destruction or damage to property, to furnish technical assistance, to participate directly in relief operations when local resources have been exhausted or are incapable of handling the situation, and to assist state and local governments in essential recovery operations.

5. OPERATIONS - CONDUCT AND CONCEPT

- a. Upon receipt of a report that an earthquake has occurred within the Commonwealth of Massachusetts and that injury or property damage has been confirmed, the MCDA EOC and the affected Area Director will announce OPERATIONAL LEVEL STANDBY.
- b. Upon receipt of a report that a severe earthquake has occurred or is occurring and resulting in personal injuries and extensive property damage and a State of Emergency has been declared by the Governor, the entire MCDA will automatically shift into OPERATIONAL LEVEL ALERT.
- c. Specific actions to be taken when MCDA Operational Levels are announced, are set forth in Standing Operating Procedures, MCDA Operational Levels, attached as Annex A of this plan.

6. REFERENCES

National Earthquake Information Center, National Oceanic And Atmospheric Administration.

U. S. Department of the Interior/Geological Survey and the Office of Emergency Preparedness.

MASSACHUSETTS STATE DISASTER CONTROL PLAN

Annex I

EARTHQUAKES - PUBLIC GUIDANCE AND CHECKLIST

Massachusetts is one of the places in the United States where severe earthquakes can occur. As they occur without warning, little or nothing can be done beforehand to minimize or alleviate destruction or injury. The following information is offered as guidance to the citizens of the Commonwealth in the event of an earthquake striking Massachusetts:

A. During an Earthquake

1. When an earthquake happens, keep calm. Don't run or panic. If you take proper precautions, the chances are you will not be hurt.
2. REMAIN WHERE YOU ARE. If you are outdoors, stay outdoors; if indoors, stay indoors. In earthquakes, most injuries occur as people are entering or leaving buildings (from falling walls, electric wires, etc.).
3. If you are indoors, sit or stand against an inside wall (preferable in the basement), or in an inside doorway; or ~~else~~ take cover under a desk, table or bench (in case the wall or ceiling should fall). Stay away from windows and outside doors.
4. If you are outdoors, stay away from overhead electric wires, poles or anything else that might shake loose and fall (such as the cornices of tall buildings).
5. If you are driving an automobile, pull off the road and stop (as soon as possible and with caution.) Remain in the car until the disturbance subsides. When you drive on, watch for hazards created by the earthquake, such as fallen or falling objects, downed electric wires, and broken or undermined roadways.

B. After an Earthquake

For you own safety and that of others, you should follow carefully the advice given in this section.

1. Use extreme caution in entering or working in buildings that may have been damaged or weakened by the disaster, as they may collapse without warning. Also, there may be gas leaks or electrical short circuits.

2. Don't bring lanterns, torches or lighted cigaretts into buildings that have been flooded or otherwise damaged by a natural disaster, since there may be leaking gas lines or flammable material present.
3. Stay away from fallen or damaged electric wires, which may still be dangerous.
4. Check for leaking gas pipes in your home. Do this by smell only - don't use matches or candles. If you smell gas, do this: (a) Open all windows and doors, (b) Turn off the main gas valve at the meter, (c) Leave the house immediately (d) Notify the gas company or the police or fire department (e) Don't re-enter the house until you are told it is safe to do so.
5. If any of your electrical appliances are wet, first turn off the main power switch in your house, then unplug the wet appliance, dry it out, reconnect it, and finally, turn on the main power switch. (Caution: Don't do any of these things while you are wet or standing in water.) If fuses blow when the electric power is restored, turn off the main power switch again and then inspect for short circuits in your home wiring, appliances and equipment.
6. Check your food and water supplies before using them. Foods that require refrigeration may be spoiled if electric power has been off for some time. Also, don't eat food that has come in contact with flood waters. Be sure to follow the instructions of local authorities concerning the use of food and water supplies.
7. If needed, get food, clothing, medical care or shelter at Red Cross stations or from local government authorities.
8. Stay away from disaster areas. Sightseeing could interfere with first aid or rescue work, and may be dangerous as well.
9. Don't drive unless necessary, and drive with caution. Watch for hazards to yourself and others, and report them to local authorities.
10. Write, telegraph or telephone your relatives, after the emergency is over, so they will know you are safe. Otherwise local authorities may waste time locating you - or if you have evacuated to a safer location, they may not be able to find you. (However, do not tie up the phone lines if they are still needed for official emergency calls.)
11. Do not pass on rumors or exaggerated reports of damage.
12. Follow the advise and instructions of your local government on ways to help yourself and your community recover from the emergency.

MASSACHUSETTS STATE DISASTER CONTROL PLAN

Annex J

WINTER STORMS

1. PURPOSE

To inform federal, state, municipal and civil defense officials of the actions to be taken by MCDA in the event of Severe Winter Storms, and to serve as policy at the field level.

2. ASSUMPTION

Severe Winter Storms could cause grave suffering, hardships, massive loss of electrical power and fuel transmission, gigantic traffic tie-ups, particularly in the metropolitan areas, cripple state and municipal services, notably public works, fire and police operations, and affect the distribution of the necessities of life. Such a situation could result in the Governor declaring a state of emergency.

3. DEFINITIONS - National Weather Service

- a. WATCH - used to alert the public that a storm has formed and is approaching the areas. People in the alerted areas should keep listening to the latest weather bureau bulletins and advisories on radio and television and begin to take precautionary measures.
- b. WARNING - a storm is imminent and immediate action to protect life and property should begin.
- c. BLIZZARD - the most dangerous of all winter storms. It combines cold air, heavy snow, and strong winds that blow the snow around and may reduce visibility to only a few yards. A BLIZZARD WARNING is issued when the Weather Service expects considerable snow, winds of 35 mph or more, and temperatures of 20 degrees Fahrenheit or lower. A SEVERE BLIZZARD WARNING means that a very heavy snowfall is expected, with winds of at least 45 mph and temperatures of 10 degrees or lower.
- d. HEAVY SNOW WARNING - an expected snowfall of 4 inches or more in a 12 hour period, or 6 inches or more within a 24 hour period. Warnings of snow flurries, snow squalls, or blowing or drifting snow are important mainly because visibility may be reduced and roads may become slippery or blocked.

- e. FREEZING RAIN or FREEZING DRIZZLE - when expected rain is likely to freeze as soon as it hits the ground, putting a coating of ice or glaze on roads and other surfaces. If a substantial layer of ice is expected to accumulate from the freezing rain, an ice storm is forecast.
- f. SLEET - small particles of ice, usually mixed with rain. If enough sleet accumulates on the ground, it will make roads extremely hazardous.

4. OPERATIONS

a. CONCEPT

The MCDA will coordinate with the Department of Public Works and other affected governmental agencies, disaster operations throughout the Commonwealth and will inform local governments of actions taken by state agencies and be prepared to offer guidance and assistance to lower echelons of government.

b. CONDUCT

1. At the direction of the Director, MCDA, the State Emergency Operating Center, Framingham, and Area and Sector Headquarters will activate to monitor the storm situation as it develops and will establish and maintain intelligence staffs to evaluate and disseminate information received from all sources.
2. A Storm Center has been established for the Greater Boston Area at the State Department of Public Works Headquarters, 100 Nashua Street, Boston for road clearance and equipment status. Participants in this pact include the Metropolitan District Commission, State Police, Registry of Motor Vehicles, Massachusetts Bay Transit Authority, the Turnpike Authority, the Port Authority and the following cities and towns: Boston, Arlington, Brookline, Cambridge, Chelsea, Dedham, Everett, Malden, Newton, Quincy, Somerville, Watertown, and Waltham.

5. RESOURCES

- a. The MCDA will utilize its existing communications system to receive and transmit intelligence data to all levels and prepare an inventory of available equipment and resources.

- b. All AM and FM radio stations give hourly weather reports on regularly scheduled news broadcasts and during times of stress, intermediate weather advisories are issued, Boston AM station, WBZ, 1030 kcs., has established a winter storm center to provide the public with latest information concerning weather reports, schools, medical needs, power failures, highway and street closings, status of public transportation, requests for emergency assistance, businesses, public events, and any other information of an emergency nature.

6. COMMAND AND CONTROL

Under the direction of the Director, MCDA, the state EOC will exercise guidance and assistance to its area and sector offices who in turn will maintain liaison with lower echelons of government during the emergency period. Local governments must be prepared to exercise initiative and judgment in solving municipal problems at the local level.

MASSACHUSETTS STATE DISASTER CONTROL PLAN

Annex J

WINTER STORMS - PUBLIC GUIDANCE AND CHECK LIST

The following information is a guide for citizens of the Commonwealth which will enable them to better protect themselves and their families against the hazards of winter storms-blizzards, heavy snows, ice storms, freezing rains or sleet.

1. HOME - If you live in a rural area, make sure you could survive at home for a week or two in case a storm isolates you and makes it impossible to leave. You should:
 - a. Keep an adequate supply of heating fuel on hand and use it sparingly, as your regular supplies may be curtailed by storm conditions. If necessary, conserve fuel by keeping the house cooler than usual, or by "closing off" some rooms temporarily. Also, have available some kind of emergency heating equipment and fuel so you could keep at least one room of your house warm enough to be livable. This could be a camp stove with fuel, or a supply of wood or coal if you have a fireplace. However, Extreme Caution Should Be Exercised Against The Hazards of Fire From Exposed Or Overheated Units And Improper Ventilation Of Toxic Gases. If your furnace is controlled by a thermostat and your electricity is cut off by a storm, the furnace probably would not operate and you would need emergency heat.
 - b. Stock an emergency supply of food and water, as well as emergency cooking equipment such as a camp stove. Some of this food should be of the type that does not require refrigeration or cooking.
 - c. Make sure you have a battery-powered radio and extra batteries on hand, so that if your electric power is cut off, you could still hear weather forecasts, information and advice broadcasts by local authorities. Also, flashlights or lanterns would be needed.
 - d. Be sure to keep on hand the simple tools and equipment needed to fight a fire. Be certain that all family members know how to take precautions that would prevent fire at such a time, when the help of the fire department may not be available.

TRAVEL - Avoid all unnecessary trips. If you must travel, use public transportation if possible. However, if you are forced to use your automobile for a trip of any distance, take these precautions:

- a. Make sure your car is in good operating condition, properly serviced, and equipped with chains or snow tires.
- b. Take another person with you if possible.
- c. Make sure someone knows where you are going, your approximate schedule, and your estimated time of arrival at your destination.
- d. Have emergency "winter storm supplies" in the car, such as a container of sand, shovel, windshield scraper, tow chain or rope, extra gasoline, and a flashlight. It also is good to have with you heavy gloves or mittens, overshoes, extra woolen socks, and winter headgear to cover your head and face.
- e. Travel by daylight and use major highways if you can. Keep the car radio turned on for weather information and advice.
- f. Drive with all possible caution. Don't try to save time by travelling faster than road and weather conditions permit.
- g. Don't be daring or foolhardy. Stop, turn back, or seek help if conditions threaten that may test your ability or endurance, rather than risk being stalled, lost or isolated. If you are caught in a blizzard, seek refuge immediately.
- h. Keep calm if you get in trouble. If your car breaks down during a storm, or if it becomes stalled, don't panic. Think the problem through, decide what's the safest and best thing to do, then do it slowly and carefully. If you are on a well-traveled road, show a trouble signal. Set your directional lights to flashing, raise the hood of your car, or hang a cloth from the radio aerial or car window. Then stay in your car and wait for help to arrive. If you run the engine to keep warm, remember to open a window enough to provide ventilation and protect you from carbon monoxide poisoning. If at night, turn on dome light to make the car visible to work crews.

- i. Wherever you are, if there is no house or other source of help in sight, do not leave your car to search for assistance, as you may become confused and get lost. Disorientation comes quickly in blowing and drifting snow. Being lost in open country during a blizzard is almost certain death. You are more likely to be found and more likely to be sheltered in your car. Do not permit all occupants of the car to sleep at once. Clap hands, move arms and legs vigorously from time-to-time, and do not stay in one position for long.

3.

HEALTH

- a. Avoid overexertion. Every winter, many unnecessary deaths occur because people, especially older persons, but younger ones as well, engage in more strenuous physical activity than their bodies can stand. Cold weather itself, without any physical exertion, puts an extra strain on your heart. If you add to this, physical exertion, especially exercise that you are not accustomed to- such as shoveling snow, pushing an automobile, or even walking fast or far - you are risking a heart attack, a stroke, or other damage to your body. In winter weather, and especially in winter storms, be aware of this danger, and avoid overexertion.
- b. It is imperative that persons who must spend time out-of-doors during winter storms dress properly, wearing loose fitting, lightweight, warm clothing in several layers which can be removed to prevent perspiring and subsequent chill. Outer garments should be water repellent and with a hood which will protect much of the face and cover the mouth to ensure warm breathing and protect the lungs from the extremely cold air. Entrapped, insulating air, warmed by body heat, is the best protection against cold. Mittens snug at the wrist, are better protection than fingered gloves.

MASSACHUSETTS STATE DISASTER CONTROL PLAN

Annex K

DROUGHT

PURPOSE

To inform federal, state, municipal and local Civil Defense directors and to serve as policy at the field level of the actions to be taken by the MCDA in event of a drought.

SITUATION

Droughts are caused primarily by lack of sufficient rainfall over an extended period of time and/or combined with increased consumption of existing sources. Consequently, water reserves in reservoirs and wells become lowered and are incapable of meeting normal demands. A drought can seriously affect fire fighting, public health and farming. However, a drought does not come without warning. While the only true remedy for a drought is a constant, steady, soaking rainfall in order to replenish the storage areas, certain measures can be taken through advance planning to retain an available supply and to provide for resupply by using equipment to move or store water.

MISSION

The MCDA will coordinate drought assistance by maintaining a state-wide inventory of special equipment which would include the amount, type and capacity of both mobile and stationary equipment and the availability and quantity of small pumps, pipe and hose which could be of assistance to local communities where water shortages exist. This inventory would include both public and private resources. Distribution of equipment and technical assistance by the MCDA Headquarters would be determined through recommendations of its field staff.

OPERATIONS

- a. Initially, a shortage of water is the responsibility of the local authorities with the local Civil Defense director to coordinate and advise on means to resolve the situation. While an emergency can occur, it takes considerable time to develop into a critical situation. This lead time allows the local community to research their own resources for needed equipment. The local Civil Defense director can be of assistance in locating and making arrangements for this equipment. The local Public Works or Water Commission should be able to determine the normal requirements and estimate available supply.

- b. In order for a local community to qualify for emergency assistance, the local Civil Defense director would have to inform the State Civil Defense Headquarters through MCDA Area and Sector Directors that a local "State of Emergency" has been declared and that the situation is clearly beyond the financial resources of the community to cope with the problem itself. In addition, the following information would have to be obtained by the MCDA field staff:
1. The amount, type and capacity of mobile equipment under the control of the local Civil Defense director, which may be utilized to move water from a source to a given location.
 2. The amount, type and capacity of mobile equipment, under the control of private ownership, which may be utilized to move water from a source to a given location.
 3. The amount, type and capacity of stationary equipment, under the control of private ownership, which may be utilized to store water at a given location.
 4. The availability and quantity of small pumps and related pipe or hose.
 5. The amount, type and capacity of stationary equipment, under the control of the local director, which may be utilized to store water at a given location.
 6. The approximate cost to deliver, erect and rent above items from private ownership.
- c. When the local Civil Defense director determines that he has insufficient resources, the Sector Director will be available for advice and assistance in locating the required equipment. MCDA Operations will be kept informed through Area of the action taken, or to be taken to resolve the problem.
- d. In the event resources are not available within the Sector, Area Directors will be consulted. Reports from Area to MCDA Headquarters will aid the State Civil Defense Director to determine support necessary by other state agencies.

5. REFERENCES

Commonwealth of Massachusetts Emergency Resources Management Plan, Part B - Resources Sections, Sections XIII, Water.

MASSACHUSETTS STATE DISASTER CONTROL PLAN

ANNEX L

Requests And Procedures For Providing Federal Assistance

1. Requests

a. Local and State Actions

When a natural disaster occurs, local authorities take immediate steps to alleviate suffering and protect life and property. In the Commonwealth of Massachusetts, by law, responsibility for disaster relief coordination is assigned to the State Director of Civil Defense.

Police, fire, civil defense, highway, sanitation, and health departments are called into action. The Red Cross and other relief organizations provide emergency care for victims of the disaster. Local forces are augmented by personnel from neighboring communities.

If further help is needed, State police and National Guardsmen may be sent into the area by the Governor. Other State resources are committed as the situation demands. Federal establishments - particularly military installations - located in or near the disaster area provide immediate lifesaving assistance. When the combined efforts of local and State forces are insufficient to cope with the effects of the disaster, the State may ask for assistance from other Federal agencies having statutory responsibilities for disaster relief.

b. Requesting A Major Disaster Declaration

If the magnitude and severity of a natural disaster clearly warrant assistance beyond that available under the statutory authorities of individual Federal agencies, the Governor may request the declaration of a "major disaster" by the President. While the Governor may rely on State and local officials for information needed to support his request, only he can originate the request, certify the need for assistance, and assure reasonable expenditure of State and local funds.

Prior to initiation of a request by the Governor to the President for a "major disaster" declaration, State disaster officials should accomplish certain actions in coordination with other State and local officials including the following:

- (1) Use State resources to the maximum extent possible.
- (2) Consult with the Regional Director, Federal Disaster Assistance Administration (FDAA), on criteria of eligibility for Federal assistance and form and content of request.
- (3) Survey the affected areas to determine the extent of public and private property damage.

- (4) Estimate type and extent of Federal assistance required.
- (5) Advise FDAA Regional Office of intent regarding request for a "major disaster" declaration.

c. Essentials in Request

The Federal Disaster Assistance Regulations specify certain essentials which must be included in the Governor's request to the President for a "major disaster" declaration. These are:

- (1) A certification by the Governor that the total of State and local expenditures and obligations for disaster relief purposes for that disaster and for all disasters during the 12-month period immediately preceding the request exceeds the amount published in the Federal Register by the Director of the Federal Disaster Assistance Administration as the minimum for that State. For the Commonwealth of Massachusetts that amount has been established as \$2750,000.
- (2) An estimate of the severity and extent of the damage resulting from the disaster, and the overall total of funds and resources required to alleviate the damage. The estimate should include the type and duration of the disaster, the extent of damage and a list of affected counties. Public property damage should be listed separately from private property damage with dollar amounts assigned to each category.
- (3) A statement of action taken or recommended to be taken by State and local executive and legislative authorities with regard to the disaster. Examples of such actions are emergency legislative sessions convened in connection with the disaster, and special appropriation made or pending before State or local legislative bodies.
- (4) An estimate of State and local funds, personnel, equipment and material, or other resources utilized or to be made available to alleviate the damage.
- (5) A statement of the extent and nature of Federal assistance needed for each of the affected counties, including an estimate of the minimum Federal funds, personnel, equipment, material or other resources necessary to supplement the efforts and available resources of the State and local governments.

It is recognized that estimates made immediately following a disaster usually will be based on fragmentary and incomplete information. The full extent of damages probably will not be determined for days, and the cost of recovery may not be available for weeks.

In most instances, however, sufficiently accurate estimates of damages and needs can be made to support the Governor's request for a declaration and, where appropriate, an initial allocation of funds. Firm estimates are not required initially, but are needed to support an allocation of funds at a later date.

d. Processing The Request For A Declaration

The Governor's request is addressed to the President and presented to the Director of the Federal Disaster Assistance Administration through the appropriate FDAA Regional Director.

Upon receipt of the request, the Regional Director will insure that it contains the required information, and forward it to the Director of FDAA with his report and recommendation. The Director of FDAA in turn will forward the request to the President, together with his recommendation.

The President then determines whether the conditions constitute a "major disaster" within the meaning of the Federal Disaster Act, and notifies the Governor accordingly. If the request for a declaration is denied, the Governor will be advised of the reasons therefor. Senators and Congressmen representing the affected areas also are notified of the President's action.

2. Procedures

a. The Declaration

When the President makes a declaration of a "major disaster", the Federal Disaster Assistance Administration immediately acts to provide Federal assistance in accordance with the terms of the declaration. Federal agencies having disaster responsibilities are notified of the Presidential action so that their disaster assistance programs may be initiated as necessary.

b. Allocation of Funds

An allocation of funds may be made by the President at the same time as the declaration. However, if the nature of the disaster precludes rapid damage assessment, only an initial allocation may be made, or the allocation may be delayed until cost estimates can be sufficiently refined to provide a reasonable basis for action.

The allocation is made to the FDAA Director for reimbursement of States and local governments for eligible costs, and for reimbursement of Federal agencies performing disaster relief operations.

c. The Federal-State Disaster Assistance Agreement

Upon the declaration of a "major disaster" the State and the Federal Government execute a Federal-State Disaster Assistance Agreement which provides for the manner in which Federal aid is to be made available and used.

The Agreement contains a statement that the Governor has certified that the requirement of minimum expenditures and obligations for disaster purposes has been met. It also includes an assurance by the State that a reasonable amount of State or local funds will be expended to alleviate damage caused by the disaster. In addition, it lists the areas within the State eligible for assistance under the Federal Disaster Act and specifies the period during which such assistance may be provided.

d. Project Applications

Funds for reimbursement of the costs of specific projects are provided on the basis of project applications submitted by States or local governments and approved by the FDAA Regional Director. Applications may be made by States or counties, cities, townships, or other units which qualify as separate governmental entities within the geographical confines and under the laws of the particular state concerned.

The project application describes the work for which Federal assistance is requested, and lists the basic categories of work required and the estimated cost of each item of work to be performed. State officials have primary responsibility for furnishing local applicants with information on eligibility requirements and the preparation of project applications. Standard application forms are also supplied by the State office.

Project applications must be submitted to FDAA through the State office within 90 days following the date of the "major disaster" declaration.

Each project application must be reviewed by the State. In approving the application, the Governor or his authorized representative must certify that Federal financial assistance applied for has been, or will be, spent in accordance with the Federal-State Disaster Assistance Agreement.

The FDAA Regional Director's approval of the project application is based on engineering inspections and reports by State and Federal agency personnel, and a review of the State's recommendation.

e. Field Offices

After the declaration of a "major disaster" the Federal Disaster Assistance Administration in collaboration with the State may establish temporary field offices within the affected area. Such offices are staffed with representatives of appropriate State and Federal agencies having disaster relief functions within the area and, where possible, with an official authorized by the Governor to act for the State. Under this procedure, sufficient staff is conveniently available to advise applicants on eligibility of projects and to assist in the preparation of project applications. Correspondence incident to the approval of work projects can be kept to a minimum. In addition, when an authorized representative of the Governor is assigned to the field office, the total time required for processing project applications can be greatly reduced.

f. Advances of Funds

When a project application has been approved, funds may be advanced to the State for that project upon written request of the Governor or his authorized representative where the financial condition of the State necessitates such an advance, or State statutes do not permit the advance of State funds to local governments to meet emergency requirements.

The request for an advance must stipulate the percentage of the approved project application amount to be covered by the advance. Advances may be made by FDAA in such amounts and at intervals that will permit orderly and continuous prosecution of the work.

The State makes the advance available to the local applicant immediately upon receipt.

g. Audit and Final Payment

Final payment on approved project applications is made after the work has been completed and the necessary audit has been made.

The applicant must notify the State promptly when all work described in the project application is completed, and must make available for State inspection records of expenditures and evidence of payment.

State staff will instruct local officials in the preparation of claims for payment.

The State will perform such site audits and other reviews as are necessary to a certification by the State of each claim for reimbursement. The Federal Disaster Assistance Administration will make such additional audits as it deems necessary.

All funds advanced to the State for individual project applications which audit shows to be in excess of approved actual expenditures must be refunded to the Federal Disaster Assistance Administration.

h. Termination of Assistance

Federal assistance under the Federal Disaster Act is terminated upon notice to the Governor by the Director of FDAA or at the end of one year from the date of notification to the Governor of the President's declaration of a "major disaster", whichever is first. In unusual circumstances, the Director of FDAA, with the consent of the President, may extend this period. Such circumstances arise only when unavoidable delays result from recurrence of disaster, prolonged severe weather, or other conditions beyond the control of the State and its political subdivisions.

Termination of the Federal-State Disaster Assistance Agreement takes place after the State has refunded any excess funds advanced to it, and has notified the FDAA Regional Director that there are no unpaid claims under the Agreement.

3. Requests For Information And Assistance

- a. In a disaster situation, the Massachusetts Civil Defense Agency is the primary point of contact between the local government and the State. Local officials should communicate with the MCDA at the first indication of impending or actual disaster. The State Director of Civil Defense will furnish information on the types of disaster assistance available from State and Federal sources.

State officials will communicate with the Director, FDAA Regional Office, at the first indication of impending or actual disaster. The Regional Director will furnish information on the types of disaster assistance available and the procedures for obtaining Federal aid.

b. FDAA Regional Office

Federal Disaster Assistance Administration
U.S. Department of Housing and Urban Development
Region 1
Room 200^{SE}
J. F. Kennedy Federal Building
Boston, Mass. 02203



MASSACHUSETTS CIVIL DEFENSE AGENCY

AND OFFICE OF EMERGENCY PREPAREDNESS

400 Worcester Road Framingham, Mass. 01701

LOUIS F. SABA,
DIRECTOR, MCDA AND
OFFICE OF EMERGENCY
PREPAREDNESS

ROBERT K. FORSBERG
PLANNING AND OPERATIONS
OFFICER, MCDA

ANNEX N

MASSACHUSETTS CIVIL DEFENSE AGENCY
AND MASSACHUSETTS WING, CIVIL AIR PATROL
DISASTER SUPPORT PLAN

HEADQUARTERS

MASSACHUSETTS WING, CIVIL AIR PATROL
AUXILIARY OF THE UNITED STATES AIR FORCE

L. G. Hanscom Field
Bedford, Massachusetts 01730



ANTHONY F. GROGAN, MAJOR, CAP
CIVIL DEFENSE COORDINATOR
MASSACHUSETTS WING
CIVIL AIR PATROL

CARL J. PLATTER, COLONEL, CAP
COMMANDER
MASSACHUSETTS WING
CIVIL AIR PATROL

I. General

- A. Purpose - This SOP standardizes routine procedures to be applied on all Civil Defense levels in securing Civil Air Patrol support in an emergency.
- B. Conformity - All Civil Defense jurisdictions and district SOP's will conform with this SOP.
- C. Objectives - The prime objective of Civil Air Patrol-Civil Defense activities is to assist the appropriate Civil Defense Agency in minimizing damage as a result of enemy attack, preserving the lives and welfare of the local populace, and establishing communications for the re-establishment of centralized government control. Since an enemy attack may involve radioactive materials, all efforts must be taken to minimize and control the exposure of Civil Air Patrol Emergency Services personnel and resources to damaging radiation. Civil Air Patrol-Civil Defense plans must provide for fallout or protective shelters for task force personnel, frequent monitoring of work area and equipment (both aerial and surface) for radiation dose rate, and controlled exposure of Civil Air Patrol members while accomplishing tasks outside of shelters.

D. Organization

- 1. The Civil Air Patrol organization in this state consists of the Wing Headquarters, four Groups and twenty-five Squadrons. The Massachusetts Wing of Civil Air Patrol has about 1508 members, 154 of which are pilots, approximately 6 corporate aircraft and 45 member-owned aircraft, 75 radio stations and fixed monitoring kits (CDV-777), and Aerial Monitoring kits (CDV-781).

In the event of an emergency, the Civil Air Patrol liaison personnel at various echelons will mobilize at the control centers of the Civil Defense Offices to which they are assigned. For example, the Civil Air Patrol Wing personnel would mobilize at either an area EOC or advance base near their home location. Group Headquarters personnel will mobilize either at an area or sector EOC and/or advance base, as the situation dictates. The Mission Control Center at Norwood Airport will draw support personnel from nearest available personnel (Wing, Group & Squadron). The Civil Air Patrol personnel should operate from protected locations, when the need arises, or be in close proximity to the Civil Defense personnel for purposes of coordinating the performance of the various Civil Air Patrol mission assignments. For example, the following personnel will be assigned to MCDA at Framingham; the Massachusetts Wing Civil Defense Coordinator, his assistant, and the Norfolk County Cadet Squadron. The Groups will have two (2) personnel assigned to each Area EOC, to provide liaison for Civil Air Patrol support on aerial radiological survey planning and control, and other matters requiring Civil Air Patrol coordination.

II. Coordination of Tactical Operations

A. Command Control

1. An agreement between Massachusetts Wing Civil Air Patrol and the Massachusetts Civil Defense Agency dated 13 September, 1972 defines Command Control as follows:
 - a. The designation "Civil Air Patrol" may be completed with the words "Civil Defense" in designating Civil Air Patrol units serving within a Civil Defense service; for example, "Civil Air Patrol-Civil Defense" Courier Service.
 - b. During a Civil Defense emergency, the State Director of Civil Defense along with the Massachusetts Wing Civil Air Patrol-Civil Defense Coordinator (liaison) Officer, will establish operational requirements for Civil Air Patrol. Area, Sector, and local directors may request local Civil Air Patrol units to perform operational tasks within their jurisdictions. Requests must be requested through the Civil Air Patrol chain of command - Squadron, Group, Wing Civil Defense Coordinator.
 - c. All qualified members of the Civil Air Patrol participating with the Massachusetts State Civil Defense forces should be either enrolled in Civil Defense and/or be furnished with a official Civil Defense identification card, to help eliminate delays that could arise in reaching scenes of emergencies.
2. Command Posts - Group Commanders should establish their base as close to the Civil Defense District EOC as possible, or within communication reach of the EOC during a Civil Defense emergency.
3. Liaison
 - a. Designated liaison officers (Wing Civil Defense Coordinator and Assistant) from Civil Air Patrol will report in an emergency to the State Civil Defense Director's EOC in Framingham. The Group liaison officer will report to the Director involved in the emergency.
 - b. The function of the Civil Air Patrol liaison (Wing Civil Defense Coordinator and Assistant) officer is to work in conjunction with the Civil Defense Director or his representative in the following ways:
 1. Advise and assist in the preparation of requests for immediate close Civil Air Patrol support.
 2. Process, evaluate and consolidate requests for pre-planned support.
 3. Determine requirements for close Civil Air Patrol support.
 4. Transmit requests to higher headquarters. (Requesting additional Civil Air Patrol support.)

5. Keep higher headquarters informed on all Civil Air Patrol missions.
6. Keep the Director of Operations informed on capabilities of Civil Air Patrol support.
7. Exchange information of interest between Civil Defense and Civil Air Patrol. The Group Civil Defense liaison will accomplish the same at the area, sector, as the Wing Coordinator at State Control.

4. Signal Communications

- a. The Civil Defense Director affected by the emergency, will be responsible for providing a Civil Defense channel of communications. To assure proper and speedy communication whenever possible, Civil Defense communication channels will be used for dissemination of information obtained by Civil Air Patrol. The communications Director of both Civil Defense and Civil Air Patrol will work together to perfect an alternate communication facility in case of failure with the primary system.
- b. The Liaison Officer will obtain primary and alternate frequencies and schedules.
- c. Perform a pre-mission radio check of communications equipment.

B. Reconnaissance, Intelligence, and Other Civil Air Patrol Activities

1. Purpose for which Civil Air Patrol may be employed during a Civil Defense emergency:
 - a. Aerial Radiological Monitoring
 - (1) The Civil Air Patrol is responsible for providing aerial radiological monitoring for the Massachusetts State Civil Defense Agency. This responsibility will be carried out by having and maintaining in working condition, radiological detection equipment, aircraft, and training aircrew personnel to perform aerial radiological monitoring missions as requested by the Civil Defense Director.
 - (2) The Civil Air Patrol will obtain monitoring equipment direct from the Massachusetts State Civil Defense Agency and the Massachusetts State Civil Defense Agency will provide the training of radiological monitors.
 - (3) The Civil Air Patrol will provide a system to report aerial radiological monitoring data to the requester.
 - b. Courier Service

When operations so dictate, Civil Air Patrol has the capability to handle official message delivery to and from various Civil Defense EOC's. Air drop messages can be made at points away from landing facilities, pending necessary approval.

c. Medical Support and Supplies

During an emergency a number of Civil Air Patrol aircraft have the capability of transporting medical doctors, medical supplies such as plasma, blood, instruments or vital supplies in properly prepared packages up to but not exceeding 50 pounds per package.

d. Aerial Control, Direction, and Surveillance of Surface Traffic

This is basically aerial observation of surface traffic with periodic reports relayed to a CDEOC and/or the traffic division of the local law enforcement agency to help maintain an orderly flow of traffic. Pre-planning by local and State Civil Defense officials, and Civil Air Patrol-Civil Defense Coordinators will determine the need for this service and locate known traffic "bottlenecks". Aircraft to be used for this purpose must be radio equipped and possess the proper frequencies.

e. Aerial Photographic Mission and Reconnaissance Flights

(1) Aerial Photography - Civil Air Patrol can provide instant photo reconnaissance of an area. The mission is performed by utilizing Polaroid cameras with immediate development and drop of prints at a predesignated area. This gives Civil Defense the capability of having photo reconnaissance available within minutes from the time the area was photographed.

(2) Reconnaissance

- a. Aerial - Civil Air Patrol is prepared to dispatch aircraft to determine traffic conditions of both highways and rail extent of damage, fire and floods, for convoys, fire fighting equipment, ambulances, etc. Civil Air Patrol can assist in providing the facilities to ensure the information is forwarded to the proper Emergency Operating Center.
- b. Ground - Civil Air Patrol has available ground reconnaissance crews that can be sent into a devastated area with mobile radio communications necessary to report their findings to Emergency Operating Centers.

f. Radio Communications (Airborne Communications)

Civil Air Patrol has the capability to maintain an aerial communication relay station. In the event ground-to-ground communications cannot be established or maintained, individual Groups could be called upon to establish an aerial relay station. This airborne relay station at 1000 feet above an EOC would have an effective radius of approximately 175 miles. This aerial relay station would only be utilized when point-to-point radio communication could not be established or maintained.

g. Search and Rescue

Civil Air Patrol functions as a Search and Rescue Auxiliary of the United States Air Force (Air Rescue Service) and has the capability of rendering this support to Civil Defense. The Search and Rescue missions are performed by both ground and airborne search. The primary purpose of this function would be to search for lost persons, boats or aircraft. The activities for a search for aircraft and lost persons would be under control of the Air Force at 44th EARCC at Elgin, Florida. The search for lost boats would be in cooperation with the Navy or Coast Guard.

h. Airborne Public Address System

Civil Air Patrol has the capability to fly over an area and give instructions via an aerial public address system to persons on the ground. This could be utilized by the Civil Defense officials in the directing of traffic, providing information to persons in areas that have to be evacuated, or a means of furnishing advise or information to relatively small groups of persons.

i. Damage Estimation and Evaluation

Damage assessment is a requirement that must be accomplished prior to any full scale recovery effort. An aerial photographic and film processing capability is desirable, but units lacking this capability can still contribute by having flight crews familiar with the locality, use Polaroid cameras and/or make visual reconnaissance and report what they see.

C. Procedures and Techniques to be Used

1. Requests for support may originate at any Civil Air Patrol or Civil Defense echelon. Because the urgency varies widely between reconnaissance requests, these could generally be divided into two types: Pre-planned and Immediate.
 - a. Requests for pre-planned visual and photographic reconnaissance of transportation and shipping facilities and the like will be submitted to Civil Air Patrol liaison officer by 1400 hours daily (one day prior to flying the mission). This will permit their proper staffing and coordination through successively higher echelons of command.
 - b. Requests for aerial radiological surveys can be pre-planned. Such requests may not be necessarily limited to one time requirements, but may express continued repetitive needs. Planning for such missions will establish a time which the needed information will cease to be useful.
 - c. Pre-planned requests will be consolidated at higher echelons of command to assure broader coverage of areas under scrutiny and economy in the carrying out of these missions by combining as many missions as possible and to avoid duplication of effort.

- d. Immediate requests for airlifting of critical supplies are generated by urgent needs. Requests for such missions may be submitted at any time as immediate requests. This will be done through the chain of command.
- e. Request for missions beyond the capabilities of the local Civil Air Patrol units, will be forwarded to higher echelons of command for action.
- f. When requesting Civil Air Patrol missions, proper forms will be used. When such forms are not available, photo-static or typed copies of such forms containing all required information may be used.
- g. Reports will be made in triplicate, one copy for District and one copy for State EOC.
- h. When requests cannot be fulfilled, Civil Air Patrol liaison officer (C.D. Coordinator and/or his assistant), will notify the requester, as soon as possible, that action cannot be taken and give reasons for same.

2. Briefings

- a. Requests for information other than Civil Air Patrol-Civil Defense missions will be supplemented during the aircrew briefings.
- b. Whenever possible, Civil Defense representatives will assist in briefings concerning Civil Defense missions.
- c. Early planning and gathering of necessary information concerning Civil Defense missions will avoid delays and confusion when the flight crews arrive for briefing.
- d. Briefing should include all necessary information on the mission, its purpose and any other deduced missions. Known hazards (fallout, obstructions as result of debris, etc.) should not be overlooked.
- e. Proper forms have been designed to make the briefings and debriefings easier to conduct and should be used as a checklist.

3. Reports

- a. Following each mission, Civil Air Patrol will provide information desired to the specific requesters and to other interested headquarters, in the form of oral or written reports.
- b. In-flight reports via radio addressed to the requester may be given as a result of visual reconnaissance for aerial surveillance of surface traffic.
- c. Weather reports will be made by aircrew as data is required.

- d. Photographic reconnaissance mission reports will be attached to the requested photograph explaining other helpful information not included in the photograph (or invisible on photograph).
- e. When unable to send obtained information to the requester, Civil Air Patrol aircrews will leave the information with the nearest Civil Defense liaison officer, at any civil air patrol advance base, with a request to forward this information by the fastest suitable means to the requester.

4. Debriefings

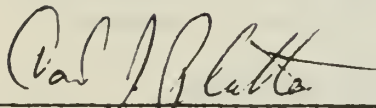
- a. Debriefing reports are detailed reconnaissance aircrew reports made to a debriefing officer and/or Civil Defense liaison representative.
- b. Whenever possible, Civil Defense debriefing will be conducted by the person that briefed aircrew prior to the mission.
- c. Debriefing officer will make full use of forms completed by the aircrew. He will study the mission to determine what portion of the assigned mission has been accomplished, and to ascertain what additional information was gained during the performance of the specific mission.
- d. In addition, debriefing will provide a complete summary of the flight, route, actions, conditions and observations. The significant contents of this debriefing will be forwarded by the fastest suitable means to the requestor, and any other appropriate staff activity and other echelons requiring this information.

III. Coordination and Administrative Support

A. Coordination

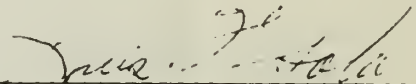
- 1. Close coordination in requesting Civil Air Patrol missions will be effected by liaison officers at all echelons of command.
- 2. UTM systems will be used in giving target locations.
- 3. Coordination on non-established airfields for rescue, medical supply delivery, and personnel transportation, will be accomplished through the Civil Air Patrol and Civil Defense liaison officers.
- 4. In the movement of supplies, Civil Defense will furnish assistance to unload and transport the equipment from the airfield to its final destination.
- 5. Coordination regarding the use of Civil Defense personnel in the posting of guards, to provide security of cargo and planes, will be carried out through attached liaison officers.

6. CD Headquarters that have liaison officers assigned to them will provide logistical support to these attached officers while the emergency is in effect.
7. Coordination regarding decontamination of planes and cargo will be accomplished in accordance with instruction given in CAPM 50-15, Section C., para. 12., page 20 - 21 (Civil Defense).
8. Coordination regarding the plan for the location of Civil Air Patrol Headquarters and the prepositioning of planes and location of shelters for Civil Air Patrol units, will be accomplished on the local level between the Senior Civil Air Patrol Command and local Civil Defense Directors. This information will be disseminated to higher Civil Air Patrol and Civil Defense Headquarters. Appropriate Civil Defense Area Headquarters and the Massachusetts State Operations Section will be notified of above, along with higher Civil Air Patrol Headquarters.
9. Close coordination concerning the training of Civil Air Patrol personnel in RADEF techniques, decontamination proceedings will be accomplished between Civil Air Patrol and Civil Defense in all levels of command. Massachusetts State Operations and Training Section will be kept informed regarding the progress made on the training of Civil Air Patrol personnel.
10. Close coordination in Rescue training and operations will be accomplished through Civil Air Patrol Commanders and Rescue personnel assigned to MCDA Areas and Sectors.
11. Any conflicts or differences on any of the above will be resolved by the Civil Air Patrol Wing Commander, and the Massachusetts State Civil Defense Director, and Civil Defense Coordinator and/or assistant.



Carl J. Platter
Colonel CAP
Commander
Massachusetts Wing
Civil Air Patrol

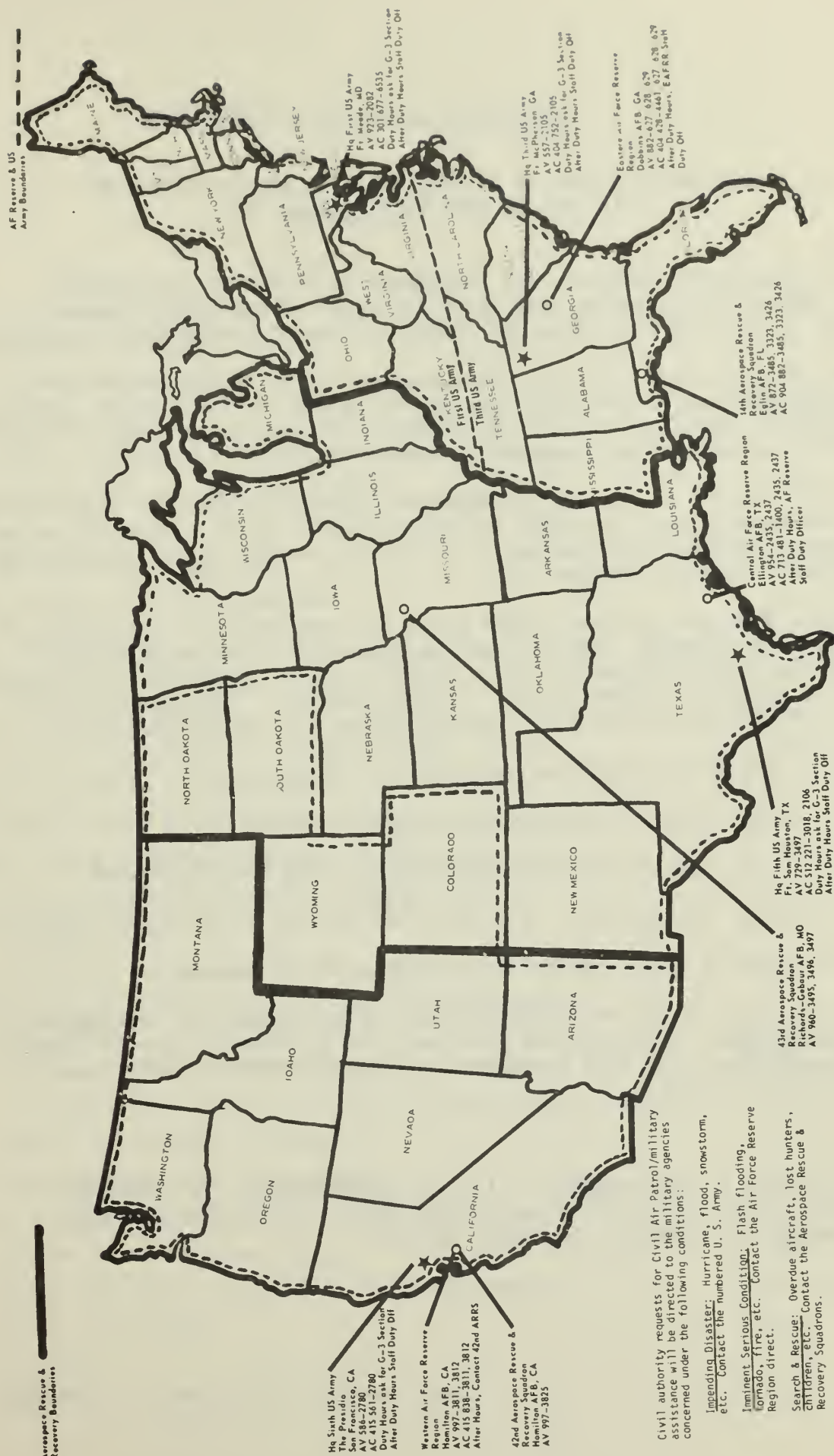
13 September 1972



Louis F. Saba, Director
Massachusetts Civil Defense Agency

13 September 1972

AEROSPACE RESCUE & RECOVERY CENTERS, AF RESERVE REGIONS AND US ARMY BOUNDARIES



AIR FORCE SUPPORT IN NATURAL DISASTER RELIEF OPERATIONS
(Extract of AFM 355-1, Chapter 12)

12-5. When civil resources are inadequate to cope with the disaster, military resources may be used to assist local authorities in saving lives, preventing starvation and extreme suffering, and minimizing damage.

12-6. Each Headquarters, Air Force Reserve Region is responsible for overall monitorship and control of Air Force and Civil Air Patrol participation in natural disasters and relief operations, either local or national, which occur within its geographical areas.

12-11a. The CAP is a civilian corporation established by law as a volunteer civilian auxiliary of the USAF to assist the Air Force in meeting its non-combatant statutory obligations. The CAP may be used, on a volunteer basis, in times of natural emergencies.

12-11b. When the services of CAP units are required under conditions of imminent seriousness, requests must be forwarded to the appropriate Headquarters, AFR Region for prior approval and assignment of an Air Force mission designator. Otherwise ... reimbursement ... and other benefits provided CAP while assisting in such missions will not be available.

12-11c. Requests for CAP assistance will indicate:

- (1) A date-time group for starting the mission
- (2) Specific information on the mission to be performed
- (3) Designation of the CAP units desired to perform the mission
- (4) A time limit for the duration of the mission

When CAP unit commanders are approached for assistance the information in sub-paragraphs (1) through (4) above must be furnished to the Air Force Reserve Region. The AFRR boundaries and their telephone numbers are shown on the reverse.

DISTRIBUTION OF THIS HANDOUT TO THE FOLLOWING AGENCIES IS SUGGESTED:
SHERIFF, CIVIL DEFENSE OFFICIALS, POLICE CHIEF, FIRE CHIEF, MUNICIPAL GOVERNMENT, AND AMERICAN RED CROSS CHAPTERS.

MASSACHUSETTS DISASTER CONTROL PLAN

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